

MINUTES OF ASPRI'S ANNUAL GENERAL MEETING (AGM) 2020

Date: Wednesday, 29 July 2020
Time: 10:35am – 11:05am
Mode: Zoom Videoconference

A total of 57 people (excluding Secretariat) from 50 companies logged in, of which there were 48 corporate members companies and 2 Associate members companies.

1. COMMENCEMENT OF AGM

According to Clause 8.3 of ASPRI's Constitution, a minimum of 30 companies would be required and the quorum was met with 32 voting member at 10.35am and gradually increased to 48 voting companies; the AGM was called to order by Mr. Charles Quek, ASPRI President.

2. PRESIDENT'S ADDRESS

Mr. Charles Quek (CQ) assured attendees that amidst COVID-19, ASPRI would continue to be an active nexus between government agencies, ASPRI members, plant owners and other industry stakeholders. As a sign of solidarity and support, CQ shared that the Association had done the following:

- (i) Provided one-off 50% annual membership subscription fee
- (ii) Purchased and distributed 8,000 reusable masks, one for each resident at ASPRI-Westlite Papan-dormitory
- (iii) Donated to Business China to help patients there during initial stages of outbreak
- (iv) Contributed to Project Belanja - a campaign to provide meals for migrant workers in Singapore
- (v) Introduced 16 free e-courses in IPI Connect app and 9 micro-learning modules in Bolster Safety's e-platform.
- (vi) Rolled out two e-courses for Safe Management Officers (SMOs) Training and Safe Restart Criteria for PCM employees on IPI Connect app. Within 6 weeks, over 386 member companies signed up and 38,000 e-training places were taken up.

With more than 24,000 unique current users in IPI Connect, ASPRI-IPI would continue to explore ways to promote wider adoption of e-learning modules for the Process Industry.

CQ encouraged members to stay united so as to overcome COVID-19 collectively.

In his speech, CQ also announced the appointment of Mr. Francis Tay (FT), Director, Aedge Technologies Pte Ltd as ASPRI's first Honorary Member in recognition of his 21 years of valuable contribution to ASPRI.



Signature (Approver of MOM)

3. OFFICIAL ANNOUNCEMENT OF FINAL VOTING BY PROXY RESULTS & PASSING OF RESOLUTIONS

Ms. Chantal Quek (QC), General Manager, ASPRI Secretariat recapped that the election procedures were different that year due to the inability to convene a physical AGM amidst COVID-19. QC shared that the Association solicited advice from the legal firm, David Lim & Partners (DLP) LLP and took reference from the COVID-19 (Temporary Measures Act) 2020 and ASPRI's Constitution for the election procedures.

As electronic voting was silent in ASPRI's Constitution, members could only vote via Voting by Proxy forms from 15 June 2020 to 6 July 2020, 3.00pm. Members had to submit their respective Voting by Proxy form via email to president@aspri.com.sg or mail it to ASPRI Secretariat Office. To maintain neutrality, QC shared that sole right to the above-mentioned email was given to an independent 3rd party, BDO LLP and compilation of votes was audited by BDO LLP.

38 completed Voting by Proxy forms were received as of 6 July 2020, 3.00pm. QC highlighted that 1 Voting by Proxy form was voided as it was received after above-mentioned cut-off date and time.

4. RESOLUTION 1: TO CONFIRM AND ADOPT THE MINUTES OF THE LAST ANNUAL GENERAL MEETING ON 10 JULY 2019

With 33 simple majority votes for 'For', 5 votes for 'Abstain' and 0 objection votes, the above Resolution 1 was officially passed.

5. RESOLUTION 2: TO RECEIVE AND ADOPT THE AUDITED ACCOUNTS FOR THE PERIOD FROM 1 APRIL 2019 TO 31 MARCH 2020

A copy of the audited accounts was emailed to all members on 15 June 2020. The AGM attendees were guided to download the soft copy via <https://bit.ly/ASPRIAGM-B> (Password: "ASPRI2020") to view the audited accounts.

Mr. Danny Chua (DC) presented the consolidated accounts for ASPRI and ASPRI Dormitory Pte Ltd (ADPL) which is the Special Purpose Vehicle (SPV) established for the development of ASPRI-Westlite Dormitory- Papan and ASPRI Integrated Training Centre (AITC).

Mr. Tony Fam from Rotary IMC Pte Ltd sought clarification on how the projected deficit of \$200,000 would be treated against the reserves. DC explained that there would be positive cashflow generated from ASPRI's usual operations. DC added that a portion of cash is parked under Fixed Deposit (FD) which in turn, had generated a considerable amount of income. He assured that ASPRI is expected to generate sufficient income from usual operations to sustain finances and a big impact on reserves would be unlikely.



Signature (Approver of MOM)

Mr. Tony Fam suggested for ASPRI to provide additional support for smaller sized member companies through training subsidies. DC shared that the Association has plans to continue with training subsidies in the upcoming months. CQ updated that the first meeting of ASPRI's 13th Executive Council (EC) would be convened within 2 weeks after the AGM and one of the key thrust of the new EC would be to explore support, specifically in the area of trainings, for the smaller member companies.

Without any further questions and with 33 simple majority votes for 'For', 5 votes for 'Abstain' and 0 objection votes, the above Resolution 2 was officially passed.

6. RESOLUTION 3: TO RE-APPOINT BDO LLP AS ASPRI'S AUDITOR FOR THE FINANCIAL YEAR 2020 – 2021

With 36 simple majority votes for 'For', 2 votes for 'Abstain' and 0 objection votes, the above Resolution 3 was officially passed.

7. RESOLUTION 4: TO APPOINT MR. QUEK GIM CHENG, CHIEF EXECUTIVE OFFICER OF HSL CONSTRUCTOR PTE LTD AS THE PRESIDENT OF ASPRI'S 13TH EXECUTIVE COUNCIL

Since there was only one nominee for the position of President during the specified nomination period of 5 May 2020 to 27 May 2020, the above Resolution 4 was officially passed.

8. RESOLUTION 5: TO APPOINT MR. TAN EE CHONG, MANAGING DIRECTOR OF CYCLECT ELECTRICAL ENGINEERING PTE LTD AS THE VICE-PRESIDENT OF ASPRI'S 13TH EXECUTIVE COUNCIL

Since there was only one nominee for the position of Vice President during the specified nomination period of 5 May 2020 to 27 May 2020, the above Resolution 5 was officially passed.

9. RESOLUTION 6: TO APPOINT MR. CHUA SWEE TIEN DANNY, MANAGING DIRECTOR OF CYC INTERNATIONAL PTE LTD AS THE SECRETARY OF ASPRI'S 13TH EXECUTIVE COUNCIL

Since there was only one nominee for the position of Secretary during the specified nomination period of 5 May 2020 to 27 May 2020, the above Resolution 6 was officially passed.

10. RESOLUTION 7: TO APPOINT MR. NAH YONG KANG STEVEN, MANAGING DIRECTOR OF SHING LECK ENGINEERING SERVICE PTE LTD AS THE TREASURER OF ASPRI'S 13TH EXECUTIVE COUNCIL

Since there was only one nominee for the position of Treasurer during the specified nomination period of 5 May 2020 to 27 May 2020, the above Resolution 6 was officially passed.



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11. RESOLUTION 8: TO APPOINT MS. GRACE CHIA MEI FOONG, DEPUTY EXECUTIVE CHAIRMAN OF ROTARY ENGINEERING PTE LTD AS THE ASSISTANT SECRETARY OF ASPRI'S 13TH EXECUTIVE COUNCIL

Since there was only one nominee for the position of Assistant Secretary during the specified nomination period of 5 May 2020 to 27 May 2020, the above Resolution 8 was officially passed.

12. RESOLUTION 9: TO APPOINT MR. ONG FU SHENG, DIRECTOR OF MIGHTY ENGINEERING & CONSTRUCTION PTE LTD AS THE ASSISTANT TREASURER OF ASPRI'S 13TH EXECUTIVE COUNCIL

Since there was only one nominee for the position of Assistant Treasurer during the specified nomination period of 5 May 2020 to 27 May 2020, the above Resolution 9 was officially passed.

13. RESOLUTION 10: TO APPOINT MR. CHENG BENG KWANG, DIRECTOR, PROJECTS OF PEC LTD; MS. HUANG WEN JIA, GENERAL MANAGER OF CUESTAR INDUSTRY (S) PTE LTD; AND MR. LOH LOCK MUN, DIRECTOR OF FRP PRODUCTS COMPANY PTE LTD AS THE THREE (3) COMMITTEE MEMBERS OF ASPRI'S 13TH EXECUTIVE COUNCIL

QC shared that in addition to the 1 voided Voting by Proxy Form (see point 3), 2 votes were voided for the appointment of Three (3) Committee Members of ASPRI's 13th EC as those voters voted for all 6 candidates. However, QC assured that the 3 voided votes would not affect the overall results.

No.	Name of Nominee	Name of Company	Designation	Votes
1	Mr. Cheng Beng Kwang	PEC Ltd	Director, Projects	27
2	Ms. Huang Wen Jia	Cuestar Industry (S) Pte Ltd	General Manager	18
3	Mr. Loh Lock Mun	FRP Products Company Pte Ltd	Director	17
4	Mr. Thomas Chong Sow Foong	IEG Process Services Pte Ltd	Director	10
5	Mr. Jimmy Chua Teck Seng	Huationg (Asia) Pte Ltd	Chief Executive Officer	10
6	Mr. Arunachalam Nachimuthu	Cutech Process Services Pte Ltd	Director	3



Signature (Approver of MOM)

Mr. Cheng Beng Kwang, Ms. Huang Wen Jia and Mr. Loh Lock Mun were identified as the top 3 candidates and the above Resolution 10 was officially passed.

QC reminded attendees on FT's appointment as ASPRI's first Honorary Member and pointed out that Mr. Goh Heng Chew remains as the Immediate Past President as there was no change in Presidency. QC presented the final version of the 13th ASPRI EC chart and congratulated the newly elected EC.

- 14. RESOLUTION 11: TO APPOINT MR. QUEK GIM CHENG AS CURRENT PRESIDENT IN OFFICE, MR. GOH HENG CHEW AS THE IMMEDIATE PAST PRESIDENT IN OFFICE, MR. NAH YONG KANG STEVEN, MR. TAY CHOON WAH (COLLECTIVELY, THE "TRUSTEES") AS TRUSTEES PURSUANT TO THE CONSTITUTION OF ASPRI; THE TERM OF THE TRUSTEES WILL TAKE EFFECT ON 1 AUGUST 2020 AND SHALL EXPIRE ON 31 JULY 2022, AND SUBSEQUENT TRUSTEES SHALL BE NOMINATED BY THE EXECUTIVE COUNCIL OF ASPRI AND RE-APPOINTED BY WAY OF AN ORDINARY RESOLUTION AT THE GENERAL MEETING OF ASPRI FOR A TERM OF TWO (2) YEARS.**

QC announced that FT remains committed to serve and hence, accepted the EC's nomination to remain as one of the 4 trustees. With 38 simple majority votes for 'For' and 0 objection votes, the above Resolution 11 was officially passed.

- 15. RESOLUTION 12: TO ADD CLAUSE 8.11 IN ASPRI CONSTITUTION: AN ANNUAL GENERAL MEETING SHALL BE CONVENED, HELD OR CONDUCTED ELECTRONICALLY WITH REMOTE ELECTRONIC VOTING AS AN ALTERNATIVE ARRANGEMENT TO PHYSICAL MEETING.**

QC shared that the passing of the abovementioned resolution would allow the Association to organise online AGM and for remote voting should there be any future pandemics. With 36 simple majority votes for 'For', 2 votes for 'Abstain' and 0 objection votes, the above Resolution 12 was officially passed.

16. ANY OTHER BUSINESS

No other agenda were proposed by members during the valid period of 15 June 2020 to 6 July 2020, 3.00pm. Hence, the AGM concluded at 11:05am without any other business.

Approved by:



Mr. Charles Quek
President
ASPRI 13th Executive Council

Date:

Vetted by:



Mr. Wayne Yap
Executive Director
ASPRI

Date: 5 August 2020



Ms. Chantal Quek
General Manager
ASPRI Secretariat

Date: 5 August 2020

Minutes Taken by:



Ms. Shobana Paneer
Executive
ASPRI Secretariat

Date: 4 August 2020