



## NOTICE OF SISEAP 15<sup>th</sup> ANNUAL GENERAL MEETING & GENERAL MEETING

The Annual General Meeting of Seroptimist International South East Asia Pacific will be held on Friday 01 May 2026 at 9:00 am (Malaysian time), followed by a General Meeting of the Company.

Date: **Friday, 1<sup>st</sup> May 2025**  
Time: **9:00 am (Malaysian Time)**  
Place: **Function Rooms 1-3, Level 1, The Pacific Sutera, Sutera Harbour, Koto Kinabalu, Sabah**

The 15<sup>th</sup> AGM and General Meeting will be held on Friday, 1<sup>st</sup> May 2025 at 9:00 am (Malaysian time). Required quorum for a general meeting to be held, at least thirty [30] members (a quorum) must be present (by representative or by proxy) for the whole meeting. When determining whether a quorum is present, a person may only be counted once (even if that person is a representative or proxy of more than one member). *[Company Constitution 24.1]*

### **Club Representatives Registration Form for AGM & General Meeting**

An authorised representative must attend from **each financial member (clubs)** within the Federation. A proxy representative must be an individual Seroptimist from another member club.

A registration link for Club Representatives is provided below:

**Registrations close on 26<sup>th</sup> April 2026 at 5 pm AEST (Sydney time)**

**Registration form:** <https://forms.gle/snTfasiAHq6WTdf6>

This link will take you to the Registration Form for the Club Representative or Proxy Representative and will be used for both the annual general meeting and the general meeting.

Clubs will need to nominate a Club Representative for the AGM and Company General Meeting and you will need to show that the Club has voted on their Representative or Proxy Representative at a club business meeting and this will need to be recorded in your Club Minutes.

**Please note:** Your club president, secretary or treasurer are required to use the link to register your club representative. This link will need to be utilized from your club email account, i.e. you will need to be logged into your club email account from [www.google.com](http://www.google.com). If you have your club email account forwarded to a personal email account such as outlook etc, the link will not work. The reason for this is that we need to register that the nomination was made from the

club email account and that the president, secretary or treasurer must acknowledge that they were authorised to complete this form on behalf of their club.

**Silent Observers Registration Form:** <https://forms.gle/E5nNTpeo1BaLt98s6>

This link will take you to the Registration Form for Silent Observers and will be used for both the annual general meeting and the general meeting.

**Question to the Auditor and/or Directors**

Clubs are invited to submit questions to the Directors and/or the Auditor. Please submit your questions from your club email address by **5:00 pm AEST Sunday, 26 April 2026** to enable a comprehensive answer to be given.

**Question form click here:** <https://forms.gle/f5c1gV7KiWiSyjEk7>

**BUSINESS PAPERS**

Member (clubs) will be informed via their club official email address when business papers will be available for download from the website. Notifications will commence to be circulated to club's official email addresses on or before the **10<sup>th</sup> April 2026**. You are also able to log in and check for updates for the AGM and Company Meeting via the Members area of our SISEAP Website.



Looking forward to your attendance at the AGM and General Meeting.

Warm regards

Theresa Lyford AIGA

Company Secretary

**Soroptimist International South East Asia Pacific** ACN 147 990 627

PO Box 1400, Strawberry Hills NSW 2012

p: +61 (0) 411 507 091

e: [companysecretary@siseap.org](mailto:companysecretary@siseap.org)