

## MEMORANDUM

**FOR :** ALL MEMBERS  
**FROM :** Roderick R.C. Salazar III  
Corporate Secretary  
**DATE :** 16 January 2021  
**RE :** NOTICE OF ANNUAL GENERAL MEETING 2021

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1. Please be advised that the **Annual General Meeting (AGM)** of the **Australian - New Zealand Chamber of Commerce (Philippines), Inc.** will be held virtually on **Tuesday, 9 March 2021, at 4:00 p.m.** via Zoom, to consider the following Agenda:
  - (a) Certification of Quorum
  - (b) Approval of Minutes of Previous AGM (copies available on the website and upon request)
  - (c) Report of the Board of Directors
  - (d) Financial Report
  - (e) Election of Directors
  - (f) Election of Auditors
  - (g) Other Matters
2. Attendance to the AGM for all members in good standing (i.e. not delinquent in the payment of membership fees and annual dues) as of 9 March 2021 will be FREE OF CHARGE.
3. **Should you be unable to attend the AGM, we request that you complete the attached PROXY FORM and send the same to the Chamber Secretariat by mail, courier or e-mail to [admin@anzcham.com](mailto:admin@anzcham.com) not later than 12:00 NN of Tuesday, 9 March 2021 so as to enable the Chamber Secretariat to validate the proxies in time for the AGM.** If you have previously executed a Proxy that was valid for five (5) years and the same is still in effect, you need not execute one for the 2021 AGM should you be unable to attend. The Secretariat will advise you if your Proxy maintained in its files remains valid.
4. **Only those who have properly secured and completed their Proxy forms and submitted the same to the Chamber Secretariat, on or before the deadline set above shall be allowed to vote by proxy. Only members in good standing as of 9 March 2021 will be able to vote in person or by proxy.**
5. For the **Election of Directors** for the year 2021-2022, nominations are now open.
6. A NOMINATION FORM is attached to this Notice.
7. Nomination forms together with the acceptance of the nomination by the candidate may be sent to the Chamber Secretariat by mail, courier or e-mail to: [admin@anzcham.com](mailto:admin@anzcham.com) **on or before 5:00 p.m., Friday, 5 February 2021.**
8. **Only members in good standing as of 5 February 2021 will be able to nominate or run for election to the Board.**
9. Please feel free to call the Secretariat should you have questions.

[SIGNED]  
RODERICK SALAZAR III

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of Commerce Philippines (ANZCHAM)  
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