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(APPENDIX 1 – SOP)

7 March 2019

Annual General Meeting (AGM) 2019

It is my pleasure to invite you to attend the above which has been scheduled as follows
(Please refer to the agenda behind for details):

Date : **30 March 2019 (Saturday)**
Time : **10:00am – 12:00pm**
Venue : **Rosyth School, Conference Room, Ground Floor**

In this coming AGM, Rosyth PSG will elect its new office bearers for the new term (2019/2020). It is my pleasure to invite you to nominate candidate(s) whom you deem suitable for office. The only criterion for a nominee is that he/she must be a current member of the PSG.

As we are reducing our carbon footprint to help conserve the environment, the nomination form as well as the 2018 copy of the AGM minutes will be available online. Please download our nomination form from our PSG website at **www.rosythpsg.com** for your nomination(s) and arrange for another PSG member to second your nomination(s).

You can submit the completed form in the PSG box which is placed at the Rosyth School General Office. Please ensure that your nomination form reaches us by 5pm on Monday, 25 March 2019. Nominated candidates will be notified for an interview by the existing committee.

We look forward to seeing you at the AGM. For catering purposes, we would appreciate your RSVP via email to **rosythschoolpsg@gmail.com** or SMS to **9247 3420** by **25 March 2019**.

Thank you.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Eunice Tay", with a small mark at the end.

Ms Eunice Tay, President