



## Strata Development Management Training Series

### Part 3 - Preparation For and Management of the 1<sup>st</sup> Annual General Meeting

#### Course Overview

This is Part 3 of a 4-part series online course on the duties and responsibilities of owner developers pursuant to the Building Maintenance and Strata Management Act, and the Building Maintenance & Strata Management Regulations.

Part 3 will provide participants a deeper understanding on the duties and responsibilities of owner developers to prepare for the 1<sup>st</sup> Annual General meeting. The challenges that may be encountered in preparing for a virtual 1<sup>st</sup> AGM or hybrid 1<sup>st</sup> AGM will be discussed. Part 3 will also provide an insight into why owner developers may consider proposing more than the ordinary resolutions required by the BMSMA.

#### Course Structure

Part 1	Part 2
<p><u>Date: 15 April (Thursday) &amp; 23 April (Friday)</u></p> <p>Management of the strata development before the constitution of the MCST</p>	<p><u>Date: 20 May (Thursday) &amp; 25 May (Tuesday)</u></p> <p>Management of strata developments during the 12-month initial period</p>
Part 3	Part 4
<p><u>Date: 24 June (Thursday)</u></p> <p>Preparation for and management of the 1<sup>st</sup> Annual General Meeting</p>	<p><u>Date: 22 July (Thursday)</u></p> <p>Post-1<sup>st</sup> Annual General Meeting and handing over of the strata development to the 1<sup>st</sup> Management Council</p>

#### EVENT DETAILS

**Date:** 24 June 2021 (Thursday)

**Time:** 9.00am – 12.30pm

**Venue:** Zoom. More information and the access link to join the session will be shared after confirmation of registration

**Fees (For Part 3):**  
 S\$214.00 (REDAS Members)  
 S\$278.20 (Non-Members)  
*(\*the quoted prices are inclusive of GST)*

**CPD:** Pending



For eligible members of the Singapore Business Federation (SBF), this Capability Upgrading activity qualifies for support under the SBF Rising in Support of Enterprises (RISE) Programme.

## Who Should Attend

Building Owners, Developers, Condominium Managers, Property Officers, Property Executives, Property Agents and FM Service Providers

## Part 3 - Learning Outcomes

At the end of this course, participants will be able to:

1. identify the challenges and pitfalls in the preparation of the 1<sup>st</sup> AGM
2. implement ways to overcome these challenges and pitfalls to ensure full compliance with the BMSMA
3. understand the common mistakes in the drafting of resolutions and how to avoid these mistakes
4. gain an insight into proposing beyond the standard ordinary resolutions required by the BMSMA, e.g. warranties, additional by-laws, etc

## Course Schedule for Part 3

Time	Agenda
9.00am – 9.15am	Overview
9.15am – 10.30am	Challenges and pitfalls in the preparation of the 1 <sup>st</sup> AGM in terms of documentation and full compliance with the BMSMA
10.30am – 10.45pm	Break
10.45pm – 12.00pm	Beyond the common ordinary resolutions for the 1 <sup>st</sup> AGM
12.00pm – 12.30pm	Q & A

## Trainer's Profile



**Mr Daniel T'ng**  
Associate Adult Educator

Daniel has more than 30 years of experience in the property and facilities management industry in Singapore and the region. He has extensive experience in managing strata-titled developments, lease management, project consultancy and general management as well as business development in the FM industry. Daniel joined City Developments Limited in 2012 to head the Property and Facilities Management Division and is retired as the Executive Advisor, Property Development Division in April 2021. He is a qualified Associate Adult Educator specialised in coaching and training real estate practitioners in the areas of Facilities Management and Strata Development Management. He is the Chairman of the Workplace Safety & Health FM Committee, and WSH Council.



## REDAS Strata Development Management Training Series: Part 3 - Preparation For and Management of the 1<sup>st</sup> Annual General Meeting

**24 June 2021, Thursday | 9.00am – 12.30pm**

<b>Registration Type</b>	<i>*please select one only</i>
<input type="checkbox"/> Corporate / Company-Sponsored	<input type="checkbox"/> Individual

<b>Company Information</b>	
Full Company Name :	
Billing Address :	
Contact Person :	Designation :
Contact No :	Email :
<i>*Note: Contact Person and/or course participants will be notified of any event update.</i>	Company Stamp:

<b>Payment Information</b>		
Registration fees for Part 3 (inclusive of 7% GST)	No. of Participants	Amount (S\$)
<input type="checkbox"/> REDAS Members – S\$214.00		
<input type="checkbox"/> Non-Members – S\$278.20		
<b>Total =</b>		<b>S\$</b>
Payment Mode : <input type="checkbox"/> Cheque <input type="checkbox"/> Paynow / Paylah! <input type="checkbox"/> Bank Transfer <i>*please select your preferred mode of payment during registration.</i> <i>*please note that the registration fees quoted above are only for Part 2 of the training series.</i>	<input type="checkbox"/> E-Invoice (for statutory boards/govt only) <ul style="list-style-type: none"> <li>▪ Sub-BU Code : _____</li> <li>▪ Department : _____</li> <li>▪ Attention to : _____</li> </ul>	
<p><i>*Full payment has to be made before the seminar and in Singapore Dollars (SGD), subjected to prevailing GST.</i></p> <p><i>*Cheque should be crossed and made payable to "REDAS" with the invoice no. indicated on back of the cheque, and mail to <b>190 Clemenceau Avenue, #07-01 Singapore Shopping Centre, Singapore 239924</b>. Any bank charges incurred as a result of bank/telegraphic transfers will have to be borne by your company.</i></p> <p><i>*Please be advised that no refund or cancellation will be allowed after the issuance of Tax Invoice, Confirmation Letter and/or "No Show". Should the participant be unable to attend, a substitute delegate is always welcome.</i></p>		

<b>Participants Information</b>			
	(1)	(2)	(3)
Salutation / Full Name			
Designation			
Email			
Contact No.			
Partial NRIC No. (For CPD Accreditation Submission only)			
PEB / SPM / SISV QS Reg No.			

Please complete this registration form and send it to Ms Elaine Dang at [elaine@redas.com](mailto:elaine@redas.com).  
 For group registration, please email [elaine@redas.com](mailto:elaine@redas.com) for the group registration form.