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KCCDFI Mutual Benefit Association Inc.

DATE : September 10, 2019

FOR : Ms. Mary Ann R. Candoy, Vice President
Ms. Araceli J. Amlih, Secretary
Ms. Myrna D. Gregorio, Treasurer
Ms. Mercedes G. Faustino, Member
Ms. Dezza S. Mohammad, Independent Trustee
Ms. Nevilyn P. Abualas, Independent Trustee
Atty. Ibarra A. Malonzo, Advisory Member
Ms. Catherine A. Elumbra, Advisory Member
Ms. Arline B. Casimiro, MBA Coordinator
Ms. Jessica A. Araneta, MBA Coordinator
Ms. Imelda F. Bautista, MBA Coordinator
Ms. Daniela V. Barredo, MBA Coordinator
Ms. Arlene C. Sevillano, MBA Coordinator
Ms. Hermie A. Hasan, MBA Coordinator
Ms. Lida A. Santos, MBA Coordinator
Ms. Ma. Cristina D. Bugay, MBA Coordinator
Ms. Rachel S. Natividad, MBA Coordinator


THRU : Ms. Maria Teresa C. Gonzales, General Manager
SUBJECT : Notice of Annual General Assembly Meeting

This is to respectfully request your presence and participation to the 2019 Annual General Assembly Meeting (10th Annual General Membership Meeting) of the KCCDFI Mutual Benefit Association Inc. (KCCDFI MBA) on October 15, 2019 at 8:00 AM which will be held at LM Metro Hotel, Tetuan, Zamboanga City. Kindly take note of the following agenda:

1. Call to Order;
2. Proof of Notice of Meeting;
3. Determination of Presence of Quorum;
4. Approval of the Agenda;
5. Reading and Approval of the Minutes of the 2018 Annual General Membership Meeting (9th Annual General Membership Meeting) held on October 15, 2018;
6. Business Arising from the Previous Annual General Membership Meeting;
7. President's Report;
8. Treasurer's Report;
9. Ratification of Management and Board Actions;
10. Appointment of External Auditor;
11. Questions and Answer; and
12. Adjournment.

Details and rationale of the Agenda is available on the next page.

For any question or inquiries, please call (062) 990-2429 or email us at kccdfi_mba@yahoo.com.ph.

Sincerely yours,

Ms. Ellen M. Benitez
BOT, President



KCCDFI Mutual Benefit Association Inc.

Details and Rationale of the Agenda

1. **Call to Order.** The President of the Board of Trustees of KCCDFI MBA, Ms. Ellen M. Benitez, will call the meeting to order.
2. **Proof of Notice of the Meeting.** The Corporate Secretary, Ms. Araceli J. Amlih, will certify that copies of this Notice were published through KCCDFI MBA website and through an advisory served to the members through the Provincial Offices.
3. **Determination of Presence of Quorum.** The Corporate Secretary, Ms. Araceli J. Amlih, will determine the number of attendees, whether in person or by proxy, for the purpose of determining the presence of quorum to validly transact business. A simple majority (50%+1) of the voting membership will constitute a quorum (10th Annual General Membership Meeting).
4. **Approval of the Agenda.** The President of the Board of Trustees will present the agenda for the 2019 Annual General Membership Meeting.
5. **Reading and Approval of the Minutes of the 2018 Annual General Membership Meeting (9th Annual General Membership Meeting) held on October 15, 2018.** A copy of the draft Minutes are with the Office of the Corporate Secretary and is available at the website of KCCDFI MBA, (www.kccdfimba.com). Members will be asked to approve the draft Minutes and acknowledge the completeness and accuracy thereof. Below is the excerpt of the proposed resolution:

“RESOLVED, that the reading of the Minutes of the 9th Annual General Membership Meeting of the KCCDFI Mutual Benefit Association, Inc., held on October 15, 2018 at 3rd flr. KCCDFI Bldg. MCLL Highway Guiwan, Zamboanga City be, as they are hereby approved.”
6. **Business Arising from the Previous General Meeting.** The President will present a report on unfinished business/es and updates on these matters.
7. **President’s Report.** The President of KCCDFI MBA will report briefly the on-going and future plans of the Board of Trustees and Management for the year 2020.

8. **Treasurer's Report.** The Treasurer, Ms. Myrna D. Gregorio, will present the 2018 Audited Financial Statements for approval by the Members. Below is the excerpt of the proposed resolution:

"RESOLVED, that the 2018 Audited Financial Statements of the KCCDFI Mutual Benefit Association, Inc., be, as they are hereby approved."

9. **Ratification of Management and Board Actions.** The ratification of all the acts and resolutions of the Board of Trustees will be requested from the Members. A documentation of the acts and resolutions of the Board of Trustees are with the Office of the Corporate Secretary and may be examined by anyone interested. Below is the excerpt of the proposed resolution:

"RESOLVED, that the acts and resolutions of the Board of Trustees of the KCCDFI Mutual Benefit Association, Inc. for the year 2018, be, as they are hereby ratified and approved."

10. **Appointment of External Auditor.** Upon recommendation of the Audit Committee, The Chairperson, Ms. Nevilyn P. Abualas will be going to ask the Members to approve the appointment of the External Auditor for the period October 2019-March 2020.

"RESOLVED, that Quilab and Garsuta, CPAs', be as they are hereby reappointed as external auditor of KCCDFI Mutual Benefit Association, Inc., for the year 2019-2020 for a remuneration to be approved by the Board."

11. **Questions and Answers.** There will be an open forum for the members to ask questions for clarification on issues and matters concerning them.

12. **Adjournment**