

BCA BC BMSC/CIR/2020/02

Building Plan & Management Group

01 April 2020

Management Corporation  
Chairperson/ Secretary/ Council Members

Dear Sir/Madam

**BCA's Updated Guidance on MCST General Meetings via Alternative Electronic Means amid COVID-19 Situation**

1 BCA issued an advisory on 26 March 2020 informing MCSTs to defer holding their AGMs if they involved more than 10 persons at one time, in line with the Government's requirements and advisory on social distancing measures.

2 On 27 March 2020, the Infectious Diseases (Measures to Prevent Spread of COVID-19) Regulations 2020 ("Regulations") came into force. The Regulations, amongst others, limit attendance for events (e.g. general meetings) to 10 individuals. The Ministry of Law and the Ministry of Finance have announced on 31 March 2020 that there will be upcoming legislative provisions to help entities who find it challenging or are unable to hold meetings where personal attendance is provided for in any written law or legal instrument in compliance with MOH's social distancing measures. The provision will be introduced at the April Parliament sitting (on or around 7 April 2020).

3 In addition to BCA's advisory dated 26 March 2020, when brought into force, the provisions will allow MCST meetings to be held electronically without the need for physical attendance, if they so wish to. BCA will set out, amongst others, guidance on nomination of proxies, authentication of subsidiary proprietors, and ensuring integrity of voting system.

4 More information will be issued via advisory updates to the MCSTs on the guidelines for general meetings conducted by alternative arrangements via electronic means.

Commissioner of Buildings  
Building and Construction Authority  
01 April 2020