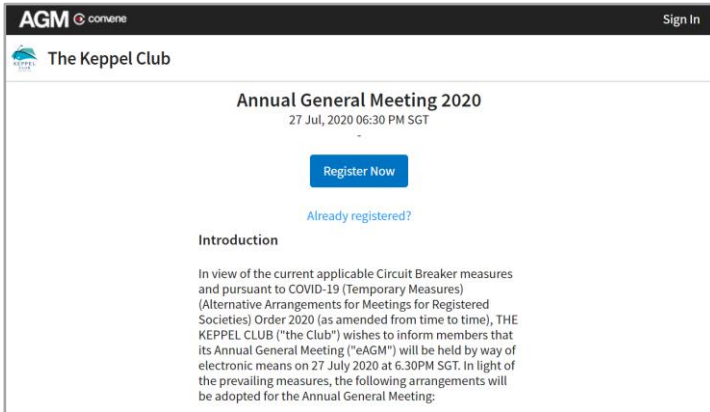


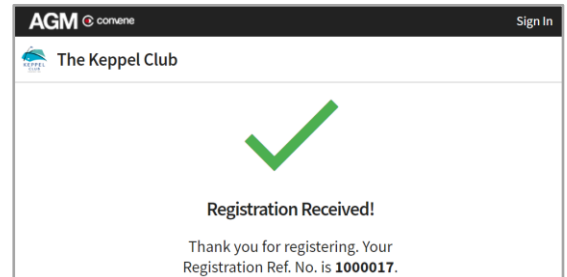


1. Registration

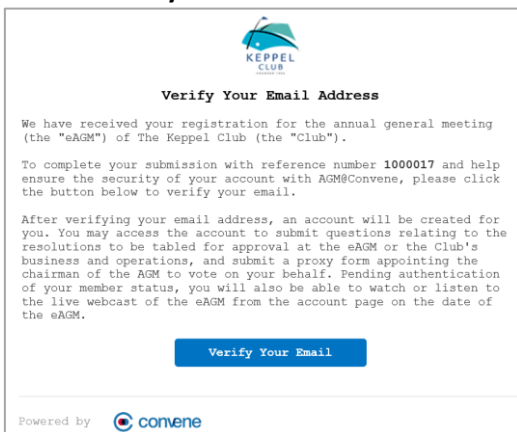
- a) Register for the eAGM via the Online Portal (<https://agm.conveneagm.org/keppelclubagm2020>).
- b) **Opening Date: Wednesday, 1 July 2020 at 5pm.**
- c) **Closing Date: Saturday, 25 July 2020 at 5pm.**
- d) Create an account to access the Online Portal.
 - I. Enter <https://agm.conveneagm.org/keppelclubagm2020> on your Internet browser to access AGM@Convene Introduction page. Please read all instructions carefully.
 - II. Click **Register Now**.



- III. Fill the online form and click **Submit Registration**.
Enter your membership number as shown in your membership card. (Main Member Only)



- IV. A confirmation will be displayed after successful registration.
- V. An acknowledgment email will be sent upon successful registration.
- VI. Go to your email to check the email from AGM@Convene.
- VII. Click **Verify Your Email**.



- VIII. You will be redirected to a new page to create your password.
- IX. Enter password and retype to verify your password. Click **Continue**.

- X. After password update, you can sign in to the Online Portal using your verified email and password.
- XI. Members must sign in to the Online Portal on the day of AGM to watch the webcast of eAGM.

2. Access the AGM and Online Portal

- a) Once successfully registered, you can return to the portal to view AGM information, updates, submission of questions and submission of Proxy form.
 - i. Select **Sign In**
 - ii. Enter your verified Email or Phone and Password
 - iii. Click **Sign In**

3. Submission of Questions

- a) Submission of questions via the Online Portal
- b) **Opening Date: Wednesday, 1 July 2020 at 5pm.**
- c) **Closing Date: Sunday, 19 July 2020 at 5pm.**
- d) Sign In to access the Online Portal.
- e) Steps to submit questions.
 - i. Select **Submit Questions**
 - ii. Click on **Add “+”** button and enter your question on the box provided
 - iii. Select **Submit**

4. Submission of Proxy Form

The purpose of the Proxy Form is to appoint the chairman of the meeting (namely Club President Lai Mun Onn) as the member’s proxy to attend, speak and to present member’s vote at the eAGM. This is necessary as the AGM will be conducted virtually and members will not be attending in person. With this appointment, a member is deemed to be present at the AGM and counted in the quorum. In accordance with Registry of Societies COVID-19 (TEMPORARY MEASURES) (ALTERNATIVE ARRANGEMENTS FOR MEETINGS FOR REGISTERED SOCIETIES) ORDER 2020.

- a) Submission of Proxy Form via the Online Portal.
- b) **Opening Date: Sunday, 19 July 2020.**
- c) **Closing Date: Wednesday, 22 July 2020 at 5pm.**
- d) Sign in to access the Online Portal.
- e) Steps to submit Proxy Form.
 - i. Select **Fill Out Proxy Form**
 - ii. Provide the required details
 - iii. Select **Continue**
 - iv. Review the details then select **Submit** to confirm

5. Submission of Nomination

- a) Nomination Forms are available upon request.
- b) **Opening Date: Monday, 6 July 2020.**
- c) **Closing Date: Monday, 13 July 2020 at 12 noon.**
- d) To obtain a serial numbered softcopy of the Nomination Form, please email your **membership number, name** and the **post contesting** to eunice@keppelclub.com.sg
- e) Print the Nomination Form and complete with the names and signatures of two (2) members as Proposer and Secunder respectively.
- f) Return the original completed Nomination Form to Keppel Club before the closing date and time.