

APPENDIX E



ADMINISTRATIVE DETAILS FOR PARTICIPATION IN VIRTUAL AGM

Helpline: +65-6551-2783

1. The Annual General Meeting of the members of Society of Construction Law (Singapore) (the "Society") on **Monday 31 August 2020 at 5.30 pm** will be held by electronic means via live webcast on Zoom. The administrative details for your attendance at the AGM are as below.

Registration

2. Please register to attend the AGM by clicking the link at "Important Notes" paragraph 1 of the Notice of the AGM or alternatively, you may register at this link [HERE](#). **Please do so by 12pm on Friday 28 August 2020 at the latest. Please ensure you insert your name and email address used in your SCL Singapore membership records as well as your membership number.** After verification of your membership, you will receive a link and password to attend the virtual AGM prior to the AGM.
3. If you have not already downloaded the Zoom software, please download the appropriate software for your device [HERE](#). Please check that you have the latest version of Zoom downloaded as there have been numerous security upgrades recently and you may experience technical difficulties if you do not have the latest Zoom version installed.
4. If you are using office equipment, please check that your employer/ company does not disallow the use of Zoom as this may result in your inability to use Zoom or attend the AGM.

Logging In

5. On the day of the AGM on 31 August 2020, please log in early (by 5.15 pm) to provide allowance for troubleshooting of any technical glitches which may be necessary.
6. Please log in using the link and password provided to you. Do note that the link is personalised. Please do **not** share with others.

During the AGM

7. Documents relating to the business of the AGM including annual reports and audited accounts would have been emailed to all members together with the Notice of the AGM. The Notice of the AGM will be published on the Society's website for the duration of the AGM.

8. In accordance with the Guidance For Virtual Meetings for Registered Societies and as set out in the Notice of Annual General Meetings, members may only attend the AGM by observing and listening to the proceedings of the meeting by electronic means. In particular:
 - a. Members may raise any questions which they may have by emailing the Secretariat at secretariat@scl.org.sg or by post or physical delivery to "Society of Construction Law (Singapore)" c/o 12 Eu Tong Sen Street, #08-169 Clarke Quay Central, Singapore 059819 **by 5.30pm on Monday, 24 August 2020**. These queries will be addressed by the Committee ahead of the AGM so that members have sufficient time to consider the matter before submitting any proxy instrument. Members will not be able to raise any questions or make any comments at the AGM.
 - b. Voting must be done by proxy. A member **may only vote** by appointing the Chairman Mr Toh Chen Han as the member's proxy to vote at the meeting in accordance with the member's indication. The duly completed proxy form should be sent by email to the Society at secretariat@scl.org.sg or sent by post or physical delivery to "Society of Construction Law (Singapore)" c/o 12 Eu Tong Sen Street, #08-169 Clarke Quay Central, Singapore 059819 **by no later than 12.00pm on Friday 28 August 2020**. No voting will thus be carried out in the AGM. Instead, the results of the votes (based on all valid proxies duly submitted) will be announced at the AGM.
9. During the AGM, you will be able to see and hear the presentations for the items of the agenda.
10. If you should need assistance with using Zoom or other technical issues before or during the meeting, please call the Helpline number above or email secretariat@scl.org.sg for assistance.