

Appointment of Representative Form

Pursuant to Clause 32 of the Constitution of IMAS:

We, _____
[Name of company which is a Regular Member]

at _____
[Address of company which is a Regular Member]

a Regular Member of IMAS, hereby authorise:

[name, email address and designation of representative]

to be our representative, and

[name, email address and designation of alternate representative]

to be our alternate representative, at the 24th Annual General Meeting of IMAS to be held on **29 September 2021** and at any adjournments thereof and to exercise all powers entitled to be exercised by us at the Annual General Meeting.

Our representative will be attending the Annual General Meeting on Zoom via:

- (a) Video Meeting (Audio-Visual Option)
- (b) Phone Dial-in (Audio Only Option)

For Phone Dial-in (Audio Only Option), please provide the business contact number that the representative will be using:

Signature: _____

Company Stamp: _____

Name of Authorised Signatory: _____

Designation: _____

Date: _____

This authorisation is to be completed only by Regular Members and must be emailed to Juliet Lee at juliet_lee@imas.org.sg **no later than 3.30pm on 10 September 2021.**



Instructions for attending the IMAS 24th Annual General Meeting

1. The meeting will be held online via Zoom Meeting platform.
2. Upon receipt of the *Appointment of Representative* Form, IMAS will send a confirmation email to the indicated official email address(es).
3. The confirmation email will contain user ID and password details, as well as the link to access the live audio-visual webcast and a toll-free telephone number to access the live audio-only stream of the Annual General Meeting proceedings.
4. Member representatives who do not receive the confirmation email by 12:00pm on 22 September 2021 but had registered by the 10 September 2021 deadline should contact IMAS at juliet_lee@imas.org.sg or +65 6223 9353.
5. On 29 September 2021, authorised representatives should click on the link in the confirmation email and enter the user ID and password, 30 minutes in advance (3:00pm), for verification before accessing the live audio-visual webcast of the Annual General Meeting proceedings. They may also call the toll-free telephone number in the confirmation email to access the live audio-only stream of the Annual General Meeting proceedings.
6. IMAS strongly recommends that the authorised representative access the live audio-visual webcast, rather than the live audio-only stream, as far as practicable. Authorised representatives should use a device that can support Zoom and is video compatible.
7. It is recommended that authorised representatives prepare identification documents (e.g. NRIC) on standby for identity verification purposes, if the need arises.
8. For any technical assistance, the authorised representative may contact IMAS Secretariat via email at juliet_lee@imas.org.sg, or via phone at +65 6223 9353.