



APPENDIX 6 ADMINISTRATIVE DETAILS FOR PARTICIPATION IN VIRTUAL AGM

Helpline: +65-6551-2784

1. The Annual General Meeting of the members of STEP (Singapore Branch) (the "Society") on Friday, 24 June 2022 at 5 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 Thursday 23 June 2022 at the latest. Please ensure you insert your name and email address used in your STEP membership records as well as STEP membership number.** After verification of your membership, you will receive a link and password to attend the virtual 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 24 June 2022, please log in early (by 4.50pm) 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 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. A member may raise questions to the Society:

- i. **Via electronic mail to secretariat@step.org.sg.** The questions must reach the Society **no later than 5.00pm on Friday, 17 June 2022.**
 - ii. At the Annual General Meeting using the Zoom Q&A function.
 - b. Voting must be done by proxy. A member **may only vote** by appointing Ms Sim Bock Eng, Chair of STEP (Singapore Branch) and Chair of the Annual General Meeting, as the member's proxy to vote at the meeting by depositing with the Society an instrument of appointment (also known as "the proxy form"). **The Proxy Form will be made available to members latest from 20 June 2022 together with the announcement of the nomination results.** The completed proxy form must be submitted by electronic mail to secretariat@step.org.sg **no later than 12.00pm on Thursday, 23 June 2022.** 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@step.org.sg for assistance.