[Sample Proxy Form Template]

**Annex B: Proxy Form[[1]](#footnote-1) for Annual General Meeting of [name of co-op] on [date]**

\*I / We, \_\_ *[name of member or delegate]* (\*NRIC / FIN / UEN No. \_\_\_\_\_ ) of *[address]* being a member or delegate of [name of co-op] (‘the Co-op’) hereby appoint the chairman of the meeting as \*my / our proxy to attend, speak and vote for \*me / us and on \*my / our behalf, at the Annual General Meeting of the Co-op, to be convened and held by way of electronic means at [online location] on [date] at [time] and at any adjournment thereof in the following manner:

*\* delete as appropriate*

| **No.** | **Proposed Resolutions** | **For** | **Against** | **Abstain** |
| --- | --- | --- | --- | --- |
| *[Note: This list is based on the functions of AGM in Section 54 of the Co-operative Societies Act. Please amend the resolutions accordingly and ensure that they are sufficiently clear and detailed. Each resolution must only relate to 1 matter, so that members or delegates can vote effectively.]* | | | | |
| 1 | To consider and confirm the minutes of the last annual general meeting and of any other intervening general meeting. |  |  |  |
| 2 | To consider the auditor’s report and the reports of the Committee of Management (e.g. annual report). |  |  |  |
| 3 | To approve the audited financial statements for financial year ended on [financial year end]. |  |  |  |
| 4 | To consider and resolve the manner in which any available net surplus shall be distributed or invested subject to the provisions of the Co-operative Societies Act and the by-laws. |  |  |  |
| 5 | To elect / re-elect [individual’s name] as a member of the Committee of Management for a term of [term as per co-op’s by-laws].  *(Note: This clause should be repeated for each nominee.)* |  |  |  |
| 6 | To appoint [name of audit firm] as the auditors of the Co-op. |  |  |  |
| 7 | To consider and determine the maximum amount the Co-op may borrow.  *(Note: Refer to Section 68 of the Co-operative Societies Act.)* |  |  |  |
| 8 | To transact any other general business of the Co-op of which due notice has been given to members.  [Indicate the proposed resolutions (each resolution must be listed in a separate box), such as:   * Approval for honoraria, allowances and other benefits to Committee of Management *(Note: Refer to Section 65(1) of the Co-operative Societies Act.)* * Approval to amend the Co-op’s by-laws *(Note: Refer to Section 15 and 56(2)(a) of the Co-operative Societies Act.)* * Approval for Restricted Investment (for credit co-op only) *(Note: Refer to the Written Direction to Credit Societies on Investments.)*] |  |  |  |

If you wish the chairman of the meeting as your proxy to cast all your votes **For** or **Against** a resolution, please tick with “**√**” in the **For** or **Against** box in respect of that resolution. If you wish the chairman of the meeting as your proxy to **Abstain** from voting on a resolution, please tick with “**√**” in the **Abstain** box in respect of that resolution. **In the absence of specific directions in respect of a resolution, the appointment of the chairman of the meeting as your proxy for that** **resolution will be treated as invalid.**

Dated this day of 2020.

Signature of member or delegate

**Important Notes:**

1. The Annual General Meeting will be convened and held by electronic means pursuant to the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Charities, Co-operative Societies and Mutual Benefit Organisations) Order 2020.
2. Alternative arrangements relating to attendance at the Annual General Meeting via electronic means (including the means by which the meeting can be electronically accessed), sending of substantial and relevant matters to be raised to the chairman of the meeting in advance of the Annual General Meeting, addressing of substantial and relevant matters [before or at] the Annual General Meeting, and voting by appointing the chairman of the meeting as proxy at the Annual General Meeting, are set out in the accompanying Notice of Annual General Meeting dated [date of Notice].
3. **Due to the current COVID-19 situation in Singapore, a member or delegate will not be able to attend the Annual General Meeting in person. A member or delegate must appoint the chairman of the meeting as his/her/its proxy to attend, speak and vote on his/her/its behalf at the Annual General Meeting if such member or delegate wishes to exercise his/her/its voting rights at the Annual General Meeting.**
4. By submitting this proxy form, the member or delegate accepts and agrees to the personal data privacy terms set out in the Notice of Annual General Meeting dated [date of notice].
5. Where a member or delegate appoints the chairman of the meeting as his/her/its proxy, he/she/it must give specific instructions as to voting, or abstentions from voting, in respect of a resolution in the form of proxy, failing which the appointment of the chairman of the meeting as proxy for that resolution will be treated as invalid.
6. The instrument appointing the chairman of the meeting as proxy (i.e. **this Proxy Form) must be deposited with the Co-op** in the following manner:
7. if submitted by post, be lodged with [the Co-op] at [mailing address]; or
8. if submitted electronically, be submitted via email to [name of recipient] at [email address],

in either case, **at least [XX hours] before the time for holding the Annual General Meeting**.

1. A member or delegate who wishes to submit an instrument of proxy must first download, complete and sign the proxy form, before submitting it by post to the mailing address provided above, or before scanning and sending it by email to the email address provided above.
2. **In view of the current Covid-19 situation and the related safe distancing measures which may make it difficult for members or delegates to submit completed proxy forms by post, members or delegates are strongly encouraged to submit completed proxy forms electronically via email.**
3. The instrument appointing the chairman of the meeting as proxy must be under the hand of the appointer or of his attorney duly authorised in writing or, where it is executed by an organisation, be executed either under its seal or under the hand of an officer or attorney duly authorised.
4. The Co-op shall be entitled to reject the instrument appointing the chairman of the meeting as proxy if it is incomplete, improperly completed or illegible or where the true intentions of the appointer are not ascertainable from the instructions of the appointer specified in the instrument appointing the chairman of the meeting as proxy.

[*Note to co-ops: This template is only a sample for reference. Please refer to the Order, the Co-operative Societies Act and your co-op’s by-laws to determine whether and how the template needs to be revised.*]

1. Instrument of appointment under the Second Schedule of the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Charities, Co-operative Societies and Mutual Benefit Organisations) Order 2020. [↑](#footnote-ref-1)