[Sample Proxy Form Template]

**Annex B: Proxy Form[[1]](#footnote-1) for Annual General Meeting of [name of Mutual Benefit Organisation (‘MBO’)] on [date]**

I, \_\_ *[name of member]* (\*NRIC / FIN No. \_\_\_\_\_ ) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*[address]* being a member of [name of MBO] (‘the MBO’) hereby appoint the chairman of the meeting as my proxy to attend, speak and vote for me and on my behalf, at the Annual General Meeting of the MBO, 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:

| **No.** | **Proposed Resolutions** | **For** | **Against** | **Abstain** |
| --- | --- | --- | --- | --- |
| *[Note: These are examples. 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 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. |  |  |  |
| 3 | To approve the audited financial statements for financial year ended on 31 December 2019. |  |  |  |
| 4 | To elect / re-elect [individual’s name] as a member of the Management Committee / Trustee for a term of [term as per MBO’s rules].  *(Note: This clause should be repeated for each nominee.)* |  |  |  |
| 5 | To appoint [name of audit firm] as the auditors of the MBO. |  |  |  |
| 6 | To transact any other general business of the MBO 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 to amend the MBO’s rules] |  |  |  |

If you wish the chairman of the meeting as your proxy to cast your vote **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

**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 will not be able to attend the Annual General Meeting in person. A member must appoint the chairman of the meeting as his/her proxy to attend, speak and vote on his/her behalf at the Annual General Meeting if such member wishes to exercise his/her voting rights at the Annual General Meeting.**
4. By submitting this proxy form, the member 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 appoints the chairman of the meeting as his/her proxy, he/she 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 MBO** in the following manner:
7. if submitted by post, be lodged with [the MBO] 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 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 to submit completed proxy forms by post, members 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.
4. The MBO 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 MBOs: This template is only a sample for reference. Please refer to the Order, the Mutual Benefit Organisations Act and your MBO’s rules to determine whether and how the template needs to be revised.*]

1. Instrument of appointment under the Third 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)