

ANNEX 1

REGISTRATION GUIDE FOR VIRTUAL ANNUAL GENERAL MEETING (AGM)

Step 1: Members must register their intention to attend the virtual AGM (RSVP) and/or vote electronically.

- Members will receive an “Invitation to Attend Virtual AGM” via electronic mail by Thursday, 13 August 2020, from Globibo, the third-party software vendor conducting the virtual AGM.
- Should you wish to observe and listen to the proceedings of the virtual AGM and/or vote electronically, you must register by following the instructions in the email.

Step 2: Receive your login details to access the Virtual AGM.

- After you have RSVP, you will receive a Registration Confirmation email from Globibo with the event link and your login information.
- Please ensure your mobile number is accurate as it will be used for OTP (One-Time Password). In case of any problems or incorrect inform, please contact virtualagm2020@scc.org.sg immediately.

Sample of Registration Confirmation Email:

1. Click on the link in the invitation email

Dear,

Thank you for your registration to the Demo AGM.

Here is your username, password and mobile phone number for OTP login:

- Link: www.cococo.ai/app
- Username: test.test@test.com
- Password: 12345
- Mobile Phone Number: +6500000000

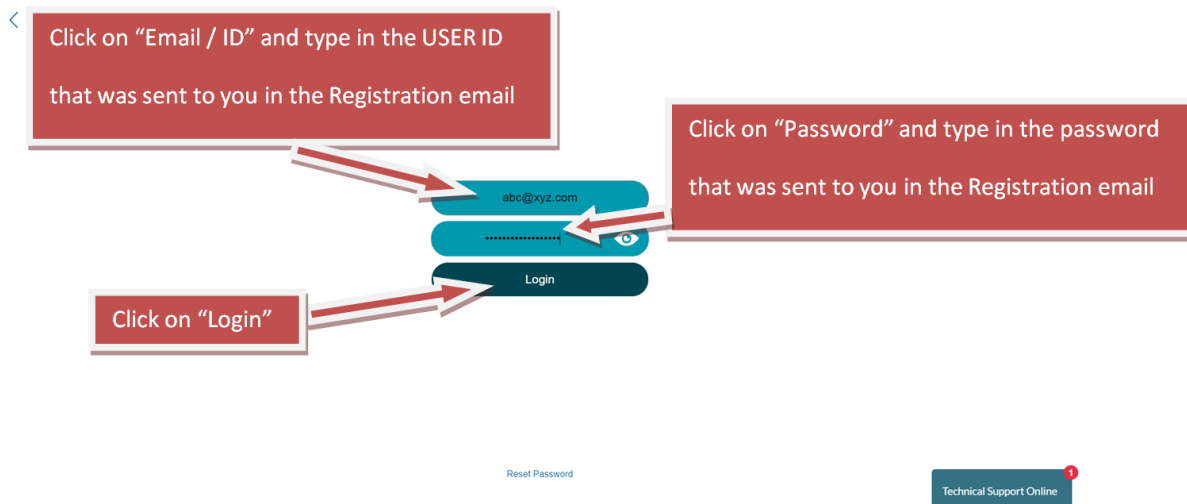
In case of any problems or incorrect information, please do not hesitate to contact us via test@test.com

Warmest Regards,

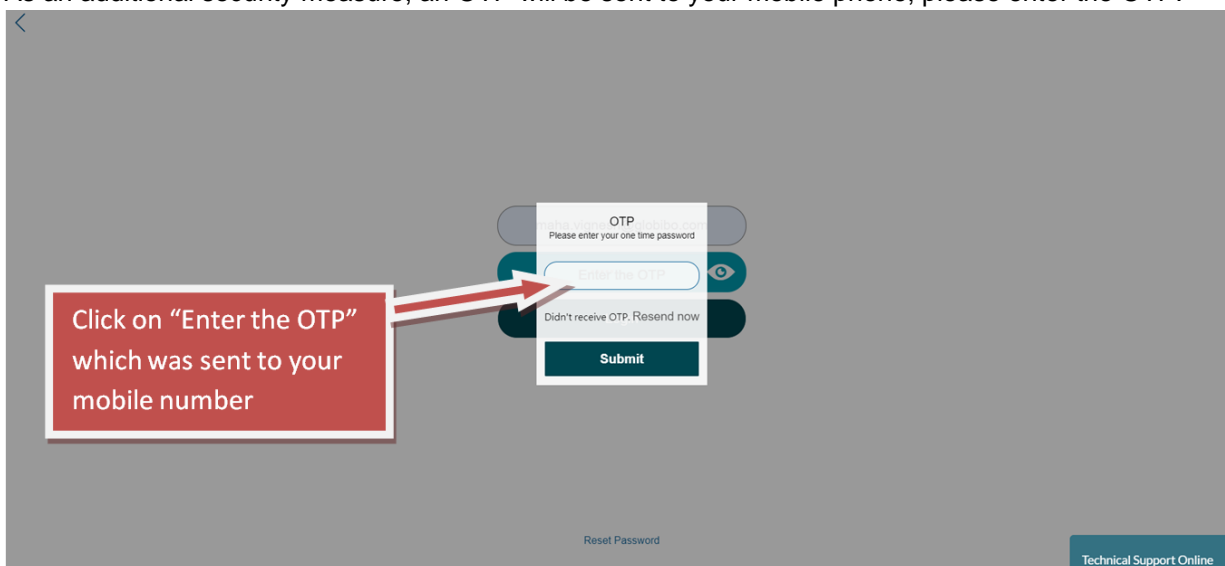
Technical Requirements for Globibo Virtual AGM system:

- **Can only be viewed on a desktop or laptop.**
- Cannot be viewed via mobile devices (i.e. no iPhones/ iPad/ Android/ Tablets etc)
- **Only Google Chrome can be used as the web browser**
 - To download Google Chrome, please click on this link: https://www.google.com/intl/en_sg/chrome/
- Should you require technical assistance, you may:
 - Click on the “Technical Support Online” button, or
 - Call the following telephone number: 6309 9114

Step 3: Log into the Virtual AGM site with your Username and Password.



As an additional security measure, an OTP will be sent to your mobile phone; please enter the OTP.



Note: If you require any technical support, please click on the “Technical Support Online” button located at the bottom right corner of the website.

<

E-mail / ID

Password 

Login


Click on “Technical Support Online”

Technical Support Online


Event Password 

Login


You can type in your technical issues




Technical Support Online 

We are live & ready to help you. Say something to start a live chat.

 Welcome to our site, if you need help simply reply to this message, we are online and ready to help.

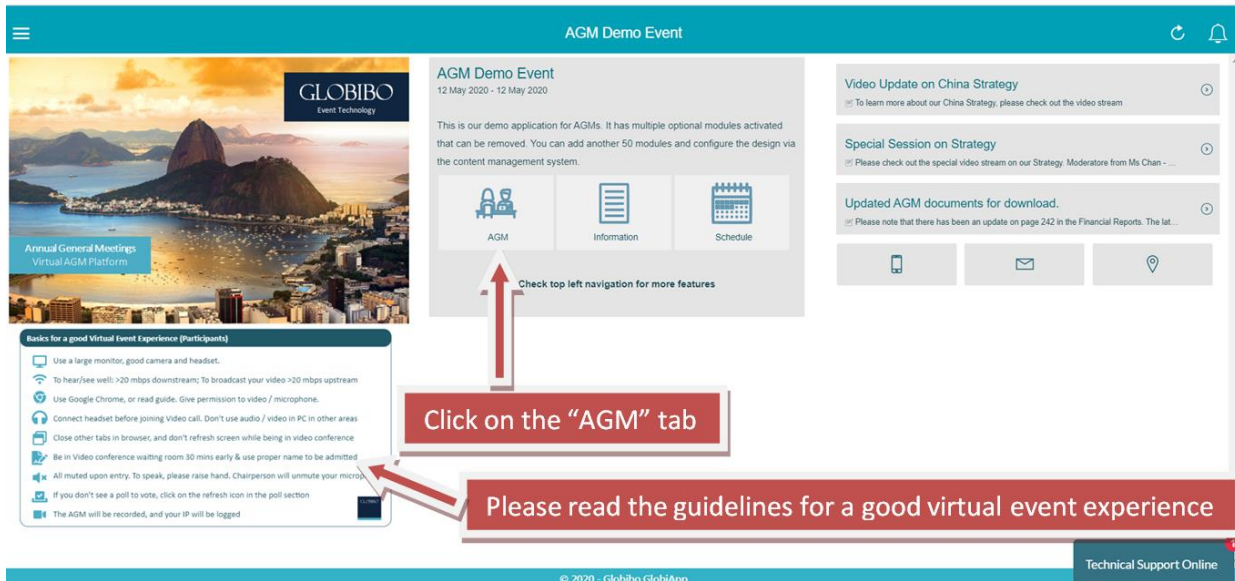
Customer Support

We're  by tawk.to

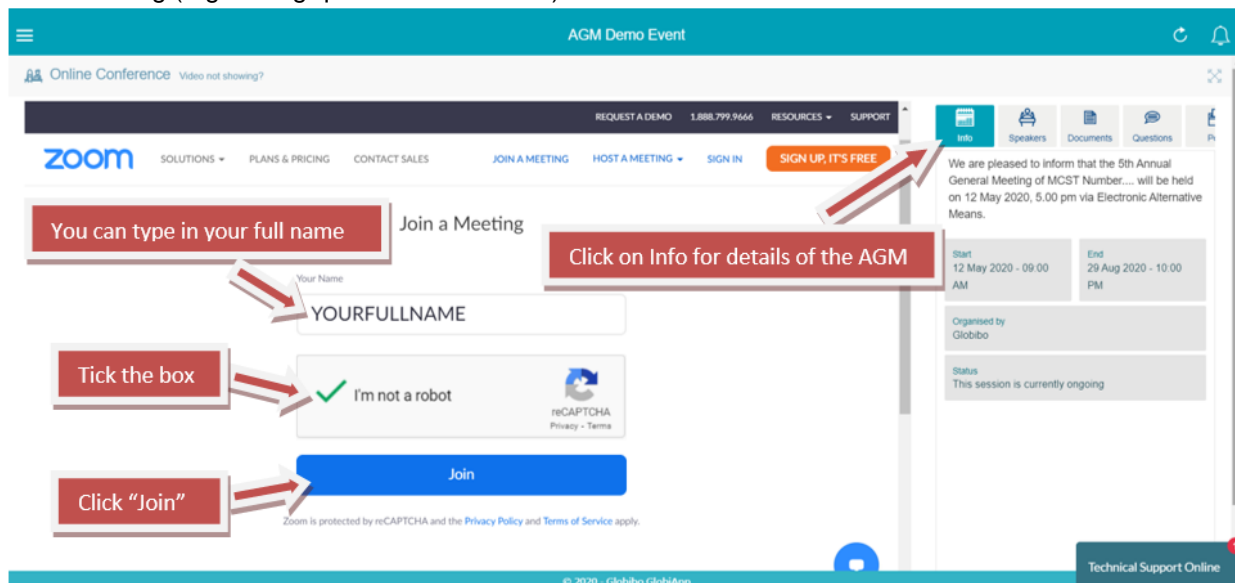
Write a reply...   

Step 4: Join the Virtual AGM

a. After logging into the site, this is the front page you will view. You may like to read the guidelines before joining the Virtual AGM by clicking on the button.



b. Enter your name as it would appear in the Virtual AGM. Please do so in the format of "full name / membership number" (e.g. John Smith X1234); it will assist us in our minute-taking (e.g. noting questions raised etc).



Step 5: Orientate yourself with the Virtual AGM's various features.

a. Speakers Tab

This allows you to view all the General Committee (GC) Members in attendance at the Virtual AGM

The screenshot displays the Zoom meeting interface for an "AGM Demo Event". The main content area shows a "Join a Meeting" form with a text input field labeled "YOURFULLNAME", a reCAPTCHA "I'm not a robot" checkbox, and a blue "Join" button. On the right side, a vertical sidebar contains a "Speakers" tab, which is highlighted with a red arrow. Below the "Speakers" tab, a list of speakers is shown, including "Mr Chairman", "Mr Treasurer", "Ms Council Member", and "Ms Secretary". A red callout box with a white border points to the "Speakers" tab and contains the text "Click on Speakers to view the Speakers". Another red callout box points to the "Ms Secretary" entry and contains the text "Click on the Speaker's tab for a detailed description". The Zoom logo and navigation menu are visible at the top left, and a "Technical Support Online" button is at the bottom right.

b. Documents Tab

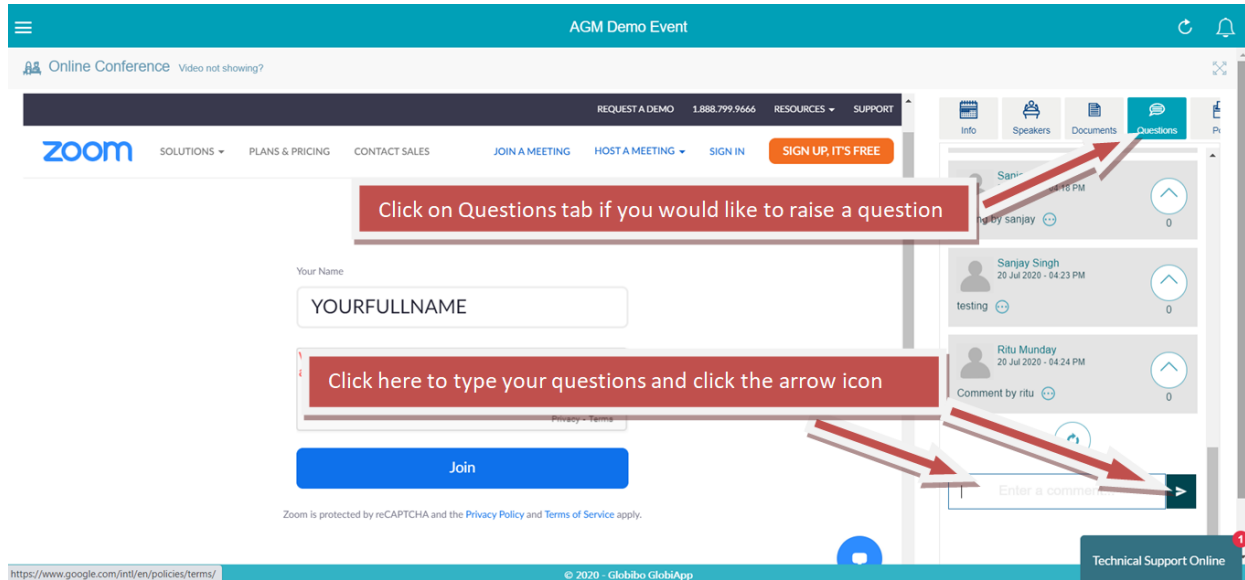
The Minutes of the 2019 Annual General Meeting, Notice of 2020 Annual General Meeting & Proposed Resolutions, Committee Reports, and Audited Accounts for the year ended 31 December 2019 will be available for view here.

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c. Questions Tab

During the Question & Answer (Q&A) session on the Resolutions at 11am, you may click on the Questions tab if you would like to raise a question.

Please type your question in the Text Box at the bottom right corner of the webpage, and click on the Arrow Icon to post the question.



Additional Notes:

- The General Committee will take questions during the Question & Answer Session only.
- Please mute your microphone to avoid unnecessary disruptions, except during speaking.
- Should you wish to speak at any time, please click on the Questions tab.