

ANNEX 3 GUIDE FOR ELECTRONIC VOTING

The voting of the proposed Resolutions and election of a new General Committee (if any) will be predominantly by electronic means via the Virtual AGM site on Saturday, 24 April 2021 from 11:00am to 7:00pm.

Voting members may log into the Virtual AGM site at any time after 11.00am to vote.
We strongly encourage you to log into the site by 6.00pm, and to conclude your voting by 6.45pm.

For any clarifications on the voting process, kindly contact the Support team at:
800 852 3335 (Toll free number) or Email at support@conveneagm.com

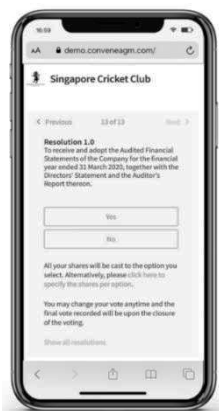
Contact Support

 support@conveneagm.com

 Chat with us

 800 852 3335

Order of Resolutions



At 11.00am, questions posed relating to Proposed Resolutions will be presented and answered.

The Resolutions are single choice answers, ie “Yes” or “No” choice.

Please note that Proposed Resolutions will be available for view in the “About the Meeting” Tab. **[Refer back to page 6 of this guide]**

Step 1: Scroll down to view the Resolution.

Step 2: **On Mobile device:** Tap on the box “Yes” or “No” to cast your vote

On Laptop/Desktop: Click on the box “Yes” or “No” to cast your vote

***Once you tap or click on a choice, the vote will be submitted.**

There is no option to undo/change your vote.

Voting of General Committee



This will be followed the election of a new General Committee (if any), starting with President, Deputy President, Chairman of Games Control Board and Finance Member. (only choose one candidate per position)

Should any of the abovementioned positions not have any contention, then the said position will not have a voting option.

After which, members will vote for their choices of candidates for the eight other Members of the General Committee (multiple-choice answers).

Please choose a minimum of six candidates and not more than eight candidates. Any vote that does not comply with this requirement will be considered invalid in accordance to Club Rule 35 (b).

Step 1: Scroll down to view the names of candidates.

Step 2: **On Mobile device:** Tap on the box with the “Candidate Name” to cast your vote.

On Laptop/Desktop: Click on the “Candidate Name” to cast your vote.

Step 3: Click “Submit” to finalise your vote.

***Once you tap or click “Submit”, the vote will be submitted.**

There is no option to undo/change your vote.

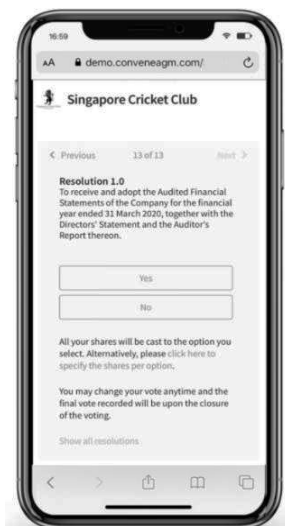
Once you have completed your voting, the voting questions will no longer appear in the Voting Tab.

For Members who require assistance with Electronic Voting at the Club

Please take note of the following:

- Voting electronically with assistance at the Clubhouse will take place on Saturday, 24 April 2021 from 11:00am to 7:00pm.
- Members intending to vote at the Club are strongly encouraged to come during the non-peak hours of 2:00pm – 5:00pm.
- Please remember to bring your membership card, identity card, passport or driving licence for identification purposes.
- After temperature screening and SafeEntry check in at the main entrance, you will be directed by our staff to the Victoria Room for registration, followed by Main Lounge for voting.
- While queuing for your turn to vote, please ensure you follow safe distancing measures, keep 1m apart from others in the queue and avoid gathering in clusters for discussions etc.
- In order to ensure a smooth voting process, you are strongly encouraged to vote on your own device (e.g. Mobile Phone or Tablet)
- In the event that you need a physical ballot paper to assist you for the electronic voting, you will be given one upon request; to comply with audit purposes the Scrutineers will require Members to write their name, membership number and append their signature onto the completed set of ballot papers.
- When Members approach the counter, they will hand the completed set of ballot paper to the staff and supervise the staff inputting the votes into the online system in accordance with that indicated on the set of ballot papers to ensure accuracy.
- The Club reserves the right to control entry into the Clubhouse depending on the queue situation.
- **We strongly encourage all Members to “Bring Your Own Device” to the Clubhouse for the electronic voting if assistance is required.**

This is pertinent especially during the COVID-19 pandemic as it:



- **Minimises physical contact.**
- **Promote environmental consciousness by going paperless**
- **Convenient and easy accessibility**