**RIBA Singapore Chapter**

2 Havelock Road, #06-05

The Hall at Havelock II

Singapore 059763

**Proxy Form**

**Extraordinary General Meeting**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[name of member]* (\*NRIC/FIN/UEN No.) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[address]* being a member of RIBA Singapore (the “Society”) hereby appoint the Chairperson of the meeting or any person (other than the Chairperson), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[name of Chairperson or person and designation in the Society (if applicable*)], as my proxy to attend, speak and vote for me and on my behalf, at the Extraordinary General Meeting at the Society, to be held via Microsoft Teamson 2 December 2022 at *7.30pm* and at any adjournment thereof in the following manner:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Business to be transacted** | **For** | **Against** | **Abstain** |
| **Routine Business** | | | | |
| 1 | To consider and approve the minutes of the last Annual General Meeting |  |  |  |
| 2 | To consider and approve the General Statement by Management Committee from 1 March 2022 to December 2022 |  |  |  |
| 3 | To consider and approve the Financial Statement from 1 April 2022 to 31 October by the Management Committee (with provisional update to December) |  |  |  |
| **Special Business** | | | | |
| 4 | To consider and approve the dissolution of RIBA Singapore Chapter to take effect on 15 December 2022 |  |  |  |
| 5 | To consider and approve the termination of the License Agreement dated 6 June 2018 entered between RIBA and RIBA Singapore Chapter with effect from 15 December 2022 |  |  |  |
| 6(a) | To authorise the committee to pay Malkin & Maxwell LLP S$5,040/= being legal fees for advice and assistance in preparing for the EGM, the dissolution of the society and submission of documents to the Registry of Societies |  |  |  |
| 6(b) | To vote for auditors at the EGM |  |  |  |
| 6(c) | To authorise the committee to conduct a final audit |  |  |  |
| 6(d) | To authorise the committee to close the bank account for RIBA Singapore |  |  |  |
| 6(e) | To authorise the committee to transfer all remaining funds and assets after paying all AGM expenses and final audit expenses as aforesaid) to Royal Institute of British Architects’ (RIBA) – Registered Charity No: 210566 |  |  |  |

**Important Notes:**

* Please tick with “√” within the relevant box for each matter that will be transacted at the Extraordinary General Meeting.
* The Society shall be entitled to reject the proxy form 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 proxy form.
* The completed proxy form must be deposited at the office of the Society, FAO Eric Ng, at 2 Havelock Road, #06-05, The Hall at Havelock II, Singapore 059763 or emailed to [eric@malkin-maxwell.com](mailto:eric@malkin-maxwell.com) at least 5 hours before the time for holding the Extraordinary General Meeting.
* The proxy form must be under the hand of the appointer or of his attorney duly authorised in writing. Where the proxy form is executed by a corporation, it must be executed either under its seal or under the hand of an officer or attorney duly authorised.

Dated this day of 2022.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature of member