



Tan Kin Lian & Associates Pte Ltd

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v'AGM Platform

Effective: 29 August 2021

1. Introduction

Tan Kin Lian & Associates (TKLA) offers this platform for a managing agent (MA) to conduct a virtual AGM.

2. Advantages of our service

- a) We provide a pre-registration page for the SP to register their attendance at the AGM. The MA checks the data against the strata roll to verify that the SP is eligible the AGM. This process is easy for the SP and the MA
- b) We offer an integrated webpage for the SP to view the Zoom meeting and to vote on the resolutions during the AGM. This integrated webpage can be used for a desktop, laptop, tablet (e.g. iPad) or mobile phone. The SP uses a single device.
- c) We support the MA to update the database for the SP attending the meeting, resolutions to be voted at the AGM, appointment of proxies, units in arrears, and the PowerPoint used in the AGM.
- d) We provide a platform manager to operate the platform during the AGM and provide technical support to the MA and meeting chair. The MA and MCST chair can use our office at Midview City (24 Sin Ming Lane #02-107).

- e) The platform allows the attendee to submit the same vote for all of his units (as owner or proxy holder) or to vote for them individually.
- f) Resolutions can be added, modified or withdrawn during the AGM. This is done easily.
- g) At the end of the meeting, an audit trail can be printed out for audit by BCA. It shows the attendees at the meeting, the results of the voting for the resolutions, the attendees at the meeting (in person or by proxy) and the votes cast identified by ballot number (which can be matched with the attendee).

Our platform is designed to be easy to use by the SP. We provide support to the condo manager and SP on the various stages of handling the virtual AGM. This removes the headache that they face.

3. Privacy

This platform complies with the requirements of the Privacy and Data Protection Act. You can view the privacy statement on the website [here](#).

4. Request for Quotation

If you need a quotation, please send a request to kinlian@gmail.com

Please provide the following:

MCST code and name

Number of units and total share value in MCST

Proposed date and time of AGM

Tan Kin Lian

kinlian@gmail.com

Mobile: 8168 5845

References

Proceedings of a General Meeting

[https://www.bca.gov.sg/publications/bmsm/others/SMG4-
Proceedings-of-a-General-Meeting.pdf](https://www.bca.gov.sg/publications/bmsm/others/SMG4-Proceedings-of-a-General-Meeting.pdf)

Guidance Notes on Convening of General Meeting via Alternative Electronic Means amid COVID-19 Situation:

[https://www1.bca.gov.sg/docs/default-source/docs-corp-news-and-
publications/circulars/bca-guide-on-e-agm.pdf](https://www1.bca.gov.sg/docs/default-source/docs-corp-news-and-publications/circulars/bca-guide-on-e-agm.pdf)

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