



Tan Kin Lian & Associates Pte Ltd

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Guide to SP – v'AGM Platform by TKLA

1. Pre-registration

You will receive a notice of the AGM. If you wish to attend the AGM, you have to scan the QR code or click on the link to this page.

AGM for AGM for Test Condo - Mon 30 Aug 21 09:00 AM

Unit	<input type="text"/>
Name	<input type="text"/>
Email	<input type="text"/>
Telephone	<input type="text"/>

You have to enter your unit, name, email and telephone. If you have several units, you have to enter each unit separately.

The Managing Agent will verify that your data and send you the attendance email (see below).

2. Attendance Email

The attendee (SP or proxy holder) receives an Attendance Email shown below.

Dear kinlian@gmail.com

v'AGM (hosted by Tan Kin Lian & Associates Pte Ltd)

Meeting	AGM for Test Condo
Date	Mon 30 Aug 21 09:00 AM - Registration starts at 08:00 AM
Venue	Zoom meeting

We have been appointed by your MCST to provide the platform to run your AGM.

Click here to attend the AGM at the start time
<https://tklcloud.com/agm/register.aspx?code=21576255> ✓

Do not share this link as it contains your unique code.
This link will apply to all the units that you hold as owner or proxy holder.

If the attendee has several units (as owner or proxy holder), the attendee receives only 1 email. The email contains a unique link to identify the attendee. Do not share this email with other people.

30 minutes before the AGM starts, click on the link in the email to enter the AGM platform.

3. Attend the AGM

The attendee has to register attendance by entering his name and telephone number. The MA staff will verify the attendee.

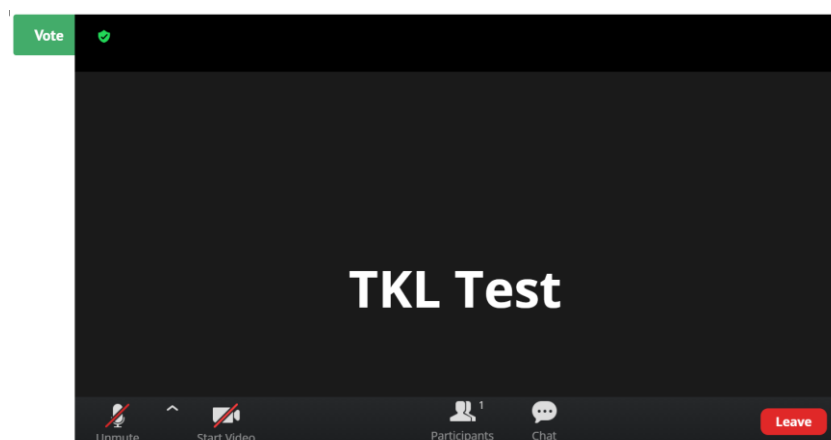


A yellow rectangular registration form with the following content:

- Header: "Welcome to the meeting of AGM for Test Condo" in bold black text.
- Text: "You are attending under kinlian@gmail.com" in black text.
- Input fields: Two stacked text boxes. The top one contains the placeholder "Enter Your Name" and the bottom one contains "Enter Your Phone Number".
- Submit button: A dark grey button with the text "Submit" in white.

4. Integrated webpage

On successful registration, the attendee comes to this webpage. It contains a green [Vote] button on the left and the Zoom screen to view the meeting in progress.

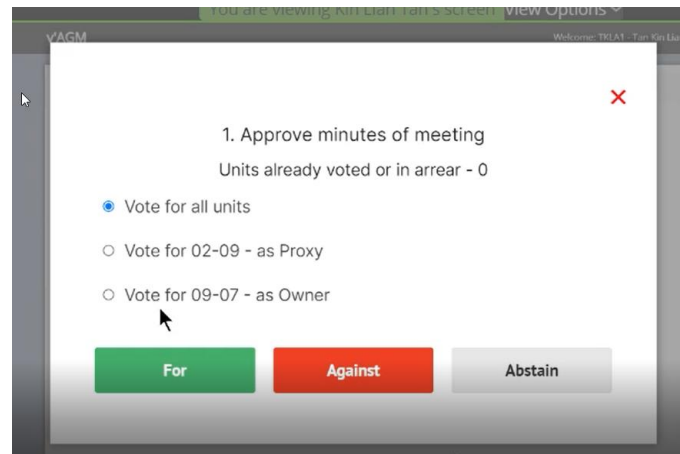


If you are using a mobile phone, you can turn it to landscape mode to have a better view of the screen.

The platform manager will explain how you can use the different buttons available on the Zoom screen.

5. Voting

When the chair asks for voting on of any resolution, the attendee clicks on the [Vote] button. A panel pops up to allow the attendee to vote on the resolution.



The attendee has the option to cast the same vote for all the units or to vote for each unit individually.

When the voting is completed, this panel closes and the attendee returns to see the Zoom screen.

Enquiry: kinlian@gmail.com

29 August 2021