

Annual Report 2017/2018

Future-Ready. Lifelong Learning.

Notice of Annual General Meeting  Corporate Information  Proxy Form

NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN THAT the 43rd Annual General Meeting of The Institute of Banking and Finance (the “Institute”) will be held at 10 Shenton Way, MAS Building, Level 16, MAS Theatre, Singapore 079117 on Tuesday, 22 May 2018 at 3.00 p.m. for the following purposes:

AS ORDINARY BUSINESS

1. To receive and consider the Council Members’ Statement and Audited Financial Statements of the Institute for the year ended 31 December 2017 together with the Auditors’ Report thereon.
2. To re-appoint PricewaterhouseCoopers LLP as auditors of the Institute and to authorise the Council Members to fix their remuneration.
3. To transact such other ordinary business as may be properly transacted at an Annual General Meeting.

By Order Of The Council

David Chong Keen Loon

Secretary

7 May 2018

Note:

- (1) A member entitled to attend and vote at the Annual General Meeting is entitled to appoint not more than two proxies to attend and vote on his behalf. A proxy need not be a Member of the Institute.
- (2) The instrument appointing a proxy, must be deposited at the registered office of the Institute at 10 Shenton Way, #13-07/08 MAS Building, Singapore 079117 not less than seventy-two hours (72) before the time appointed for holding the Annual General Meeting or in the case of a poll not less than 24 hours before the time appointed for the taking of the poll.
- (3) A corporation which is a Member of the Institute may, by resolution of its directors, authorise any person to act as its representative at the Annual General Meeting of the Institute, and such representative shall be entitled to exercise the same powers on behalf of the corporation which he represents as if he had been an individual member of the Institute.

Personal Data Privacy:

By submitting an instrument appointing a proxy and/or representative to attend, speak and vote at the Annual General Meeting and/or any adjournment thereof, a member of the Institute (i) consents to the collection, use and disclosure of the member’s personal data by the Institute (or its agents or service providers) for the purpose of the processing, administration and analysis by the Institute (or its agents or service providers) of proxies and representatives appointed for the Annual General Meeting (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the Annual General Meeting (including any adjournment thereof), and in order for the Institute (or its agents or service providers) to comply with any applicable laws, regulations and/or guidelines (collectively, the “Purposes”), (ii) warrants that where the member discloses the personal data of the member’s proxy and/or representative to the Institute (or its agents or service providers), the member has obtained the prior consent of such proxy and/or representative for the collection, use and disclosure by the Institute (or its agents or service providers) of the personal data of such proxy and/or representative for the Purposes; and (iii) agrees that the member will indemnify the Institute in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the member’s breach of warranty.

CORPORATE INFORMATION

Principal Officer

Mr Ng Nam Sin
Chief Executive Officer

Auditors

PricewaterhouseCoopers LLP
Public Accountants and Chartered Accountants

Secretaries to the Council

Mr David Chong Keen Loon
Ms Leong Yoke Yeng

Solicitors

Shook Lin & Bok LLP
Advocates & Solicitors

PROXY FORM

The Institute of Banking and Finance

We _____
name of member

of _____
registered address

_____ Singapore _____

being a member of The Institute of Banking and Finance (the "Institute") hereby appoint

name of individual

designation

or failing him _____
name of individual

designation

as our proxy to vote for us on our behalf at the 43rd Annual General Meeting of the Institute to be held at the MAS Theatre, Level 16, 10 Shenton Way, MAS Building, Singapore 079117 on Tuesday, 22 May 2018 at 3.00 p.m. and at any adjournment thereof.

Dated this _____ day of _____ 2018.

Director

Director / Secretary

An instrument appointing a proxy must be lodged at the Registered Office of the Institute at 10 Shenton Way, #13-07/08 MAS Building, Singapore 079117, not later than 48 hours before the time appointed for holding the annual general meeting or any adjournment thereof.

The instrument appointing a proxy shall be in writing under the hand of the appointer or his attorney duly authorised in writing. Where the instrument is executed by a corporation, it must be executed either under its common seal or under the hand of its officer or attorney duly authorised.

Personal Data Privacy:

By attending the Annual General Meeting and/or any adjournment thereof or submitting an instrument appointing a proxy(ies), the member accepts and agrees to the personal data privacy terms set out in the Notice of Annual General Meeting dated 7 May 2018.

THE INSTITUTE OF BANKING AND FINANCE
(Incorporated in Singapore. Registration Number: 197402045E)

10 Shenton Way
#13-07/08 MAS Building
Singapore 079117

☎ (65) 6220 8566 | 📠 (65) 6224 4947

www.ibf.org.sg