

# NOTICE OF ANNUAL GENERAL MEETING

**NOTICE IS HEREBY GIVEN THAT** the 45<sup>th</sup> Annual General Meeting of The Institute of Banking and Finance (the "Institute") will be held on Wednesday, 20 May 2020 at 2.30 p.m. via Cisco Webex 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 2019 together with the Auditors' Report thereon.
2. 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  
05 May 2020

## 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 received by the Institute not less than seventy-two hours (72) before the time appointed for holding the Annual General Meeting. Proxy forms must be submitted via email to the Institute's email address at [secretariat@ibf.org.sg](mailto:secretariat@ibf.org.sg).
- (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.

# 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

\_\_\_\_\_  
email, or failing him

\_\_\_\_\_  
name of individual

\_\_\_\_\_  
designation

\_\_\_\_\_  
email

as our proxy to vote for us on our behalf at the 45th Annual General Meeting of the Institute to be held on Wednesday, 20 May 2020 at 2.30 p.m. via Cisco Webex and at any adjournment thereof.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director / Secretary

The instrument appointing a proxy, must be received by the Institute 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. Proxy forms must be submitted via email to the Institute's email address at [secretariat@ibf.org.sg](mailto:secretariat@ibf.org.sg)

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 5 May 2020.