

**THE CHARTERED INSTITUTE OF ARBITRATORS (SINGAPORE) LIMITED**  
(Company Registration No. 201001118N)  
(Incorporated in the Republic of Singapore)  
(the "Branch")

MINUTES OF FIFTH ANNUAL GENERAL MEETING

Venue : Rajah & Tann Singapore LLP  
9 Battery Road, #25-01, Straits Trading Building  
Singapore 049910  
Date/Time : 4.30pm, Friday, 28 August 2015  
Present : See Attendance List (attached)

1. **CHAIRMAN OF MEETING**

The Meeting was quorate and pursuant to Article 18(1) of the Memorandum and Articles of Association, the Chairman of the Branch, Mr Richard Tan, presided as the Chairman of this Annual General Meeting.

2. **ITEM 1 OF THE AGENDA – TO RECEIVE AND ADOPT THE AUDITED FINANCIAL STATEMENTS OF THE BRANCH AND THE DIRECTORS' AND AUDITED REPORTS THEREON**

The Chairman gave a short address. He noted that having served his maximum two terms as Chairman of the Branch he would be stepping down from this position. For more than 6 months, a leadership succession had been planned which was progressing smoothly and he was confident that the new office bearers to be elected at the Board meeting after the Annual General Meeting would serve the Branch extremely well. He also urged more members to come forward to serve.

As the Immediate Past Chairman, he would continue to be a director and said he would be happy to assist the Branch and the CI Arb in whatever way he could.

The Chairman took the meeting through a Directors' Report, copies of which were handed out to each member present at the meeting which set out in detail the events, courses and activities of the Branch in the previous year, which included the holding of a major 2-day IPMTAS arbitration conference, as well as activities this year, which included holding an EGM to amend the Memorandum and Articles of Association to enable members to vote led by an ad hoc committee led by Chou Sean Yu, and the various on-going projects, including the recently launched website led by Jonathan Choo, who also ably led the organisation of the IPTMAS conference, and the forthcoming 2-day CI Arb Singapore Centennial Conference to be held on 3-4 September 2015 led by Paul Sandosham and a planned roundtable discussion on reforms to the arbitration legislation. The various social events and the YMG essay competitions now in their third year, the members' evenings and the golf tripartite events with the Asean Law Association and the Singapore Corporate Counsel Association were also discussed. Thanks were recorded to all the board members for their work and the contributions of the tutors on the courses.

The Chairman expressed his great appreciation and thanks to all the Board members for their invaluable contributions and support and to the Secretariat team during his term.

The Chairman went through the Audited Financial statements and the Directors' report in relation to the statements, observing that the financial position of the Branch was

healthy in great part due to the revenue from the courses held by the Branch. He asked if there were any questions on the financial statements or other matters. There were none. Thanks were expressed to the Hon Treasurer, Richard Hayler and the Secretariat team.

It was proposed by Francis Xavier and seconded by Paul Sandosham that the audited financial statements of the Branch for the financial year ended 31 December 2014 together with the Directors' and Auditors' Reports thereon be approved. There being no objections:

IT WAS RESOLVED THAT the audited financial statements of the Branch for the financial year ended 31 December 2014 together with the Directors' and Auditors' Reports thereon, be and are hereby approved.

3. **ITEM 2 OF THE AGENDA - RE-ELECTION OF DIRECTORS – ARTICLE 35(1)**

Pursuant to Article 35(1) of the Articles of Association, one-third of the Directors had to retire at this Annual General Meeting. They were Richard Tan, Benjamin Giaretta, Andrew Yeo Khirn Hin and Matthew Jonathan Wills and Rajan Menon.

Notice had been received of Richard Tan, Benjamin Giaretta, Andrew Yeo Khirn Hin and Matthew Jonathan Wills' intention to stand for re-election.

Pursuant to Article 35(9) the immediate past Chairman, Richard Tan, would remain as a director on the Board.

No nominations had been received of other persons to stand for election as directors and accordingly, no ballot was required.

IT WAS RESOLVED:

(i) THAT Richard Tan, Benjamin Giaretta, Andrew Yeo Khirn Hin and Matthew Jonathan Wills having offered themselves for re-election, be re-elected as Directors of the Board.

(ii) THAT Rajan Menon's retirement as Director of the Board be accepted and take effect immediately.

The Chairman proposed a vote of thanks to Mr Rajan Menon for his assistance and contribution and the meeting unanimously agreed.

5. **ITEM 3 OF THE AGENDA - AUDITORS**

IT WAS RESOLVED THAT Messrs J K Medora & Co LLP be and are hereby re-appointed Auditors of the Branch at a fee to be hereafter determined by the Board.

6. **ITEM 4 OF THE AGENDA - OTHER BUSINESS**

Members' comments were invited and there was a discussion on the activities of the Branch especially in relation to the upcoming Centennial Conference to be held in the following week, the preparations for which the Chairman reported were going extremely well.

The Chairman expressed special appreciation to Paul Sandosham, the Chair of the organizing committee and all his committee members and to Francis Xavier who also led the planning of the conference with Paul and the Chairman.

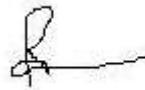
On behalf of the members, Francis Xavier expressed thanks and appreciation to the Chairman, Richard Tan, for his efforts in leading the Branch these past years especially in the area of professional development and noted that under his leadership, the Branch had increased its footprint in Singapore and regionally particularly through training workshops.

The meeting thanked the Chairman for all his contributions and leadership during his two terms as Chairman.

The Chairman again expressed his thanks and appreciation to the Board members and members of the various committees for their work and contributions and unstinting support, and also thanked the Secretariat team.

There being no other business, the meeting concluded with a vote of thanks to the Chairman.

CONFIRMED



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Chairman of the Meeting  
Richard Tan