

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

MINUTES OF SEVENTH ANNUAL GENERAL MEETING

Venue : Rajah & Tann Singapore LLP
9 Battery Road, #25-01, Straits Trading Building
Singapore 049910

Date/Time : 24 April 2017/ 4.00 p.m.

Present : See Attendance List

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 Francis Xavier, presided as the Chairman of this Annual General Meeting.

2. DIRECTORS' STATEMENT, AUDITORS' REPORT AND AUDITED FINANCIAL STATEMENTS

The Chairman took the meeting through a Directors' Report, copies of which were handed out to each member present at the meeting. The Directors' Report set out, amongst other things, details of membership, events, courses and activities of the Branch from September 2016 to March 2017.

Membership has increased over 8% from 382 to 415 from end of August 2016 to March 2017. Fellow grade membership is at 45%, which is the biggest cohort in the Branch membership. Due to the effort in 2016 to bring in more student members, student membership has increased from 0 to 12 students. In terms of age group, most members are in the category of 40-50 years old.

Several events were conducted in 2016 and these included the talk by David Bailey QC on "Promises to Arbitrate and their Enforcement", the SIAC-CI Arb Debate, talk by Michael Lee on "Managing the Uncooperative Party", and talk by Ben Giaretta on "Project Management in International Arbitration". The SIAC-CI Arb Debate will be scheduled on 8 June this year and the details will be shared closer to the date.

Various courses were conducted between August 2016 to April 2017. These included Module 3, Module 4, Module 2, Introduction to International Arbitration and the recent Accelerated Route to Membership (ARM) course held on 12-13 April 2017. The Introduction to International Arbitration course was also conducted to a group of delegates from the Bangladesh International Arbitration Centre on 19-20 January 2017. More courses are being scheduled for the second half of the year, and this include plans for more Active Regional Outreach Programme to be conducted in countries like Brunei, Vietnam and Myanmar.

Hon. Treasurer, Richard Hayler, went through the Audited Financial statements. Profit for the year 2016 was at \$39,033. With an increased in the Branch reserves, it gives the Branch more flexibility to organise more activities and events.

It was proposed by Andrew Yeo and seconded by Balasamy Rengarajoo that the audited financial statements of the Branch for the financial year ended 2016 together with the Directors' and Auditors' Reports thereon be approved.

IT WAS RESOLVED THAT the audited financial statements of the Branch for the financial year ended 31 December 2016 together with the Directors' Statement and Auditors' Report thereon, be and are hereby approved and adopted.

3. **RE-ELECTION OF DIRECTORS – ARTICLE 35(1)**

Whereas it be noted that under Article 35(1) of the Constitution one third of the Directors must retire. A Director so retiring is eligible for re-election.

IT WAS RESOLVED:

- I. THAT pursuant to Article 35(1) of the Branch's Constitution, Raja Bose retired from office as Director of the Branch and is eligible for re-election.
- II. THAT pursuant to Article 35(1) of the Branch's Constitution, Timothy Mark Alister Cooke retired from office as Director of the Branch and is eligible for re-election.
- III. THAT pursuant to Article 35(1) of the Branch's Constitution, Richard Mark Hayler retired from office as Director of the Branch and is eligible for re-election.
- IV. THAT pursuant to Article 35(1) of the Branch's Constitution, Francis Xavier s/o Subramaniam Xavier retired from office as Director of the Branch and is eligible for re-election.
- V. THAT pursuant to Article 35(1) of the Branch's Constitution, Choo Yu Jin Jonathan retired from office as Director of the Branch and is eligible for re-election.

Hon. Secretary, Jonathan Choo, updated the meeting that as of the deadline for nominations for Directors to be received, no nominations were in fact received. Hence, elections were not required. All five Directors who retired and are eligible for re-election notified the Hon. Secretary of their desire to be re-elected as Directors. Hence, Raja Bose, Timothy Mark Alister Cooke, Richard Mark Hayler, Francis Xavier s/o Subramaniam Xavier and Choo Yu Jin Jonathan were duly re-elected as Directors.

4. **AUDITORS**

IT WAS RESOLVED THAT Messrs J K Medora be reviewed for re-appointment as Auditors of the Branch at a fee to be hereafter determined by the Board of Directors.

The review and appointment of auditors would be proposed by Chou Sean Yu and seconded by Paul Sandosham.

5. **CONCLUSION**

The second edition of the SIAC-CI Arb Debate to be held in the evening of 8 June 2017 is expected to have a full audience as 2016.

On embracing technology in the digital age, Mr. Lim Kim Cheong enquired on the existence of e-arbitration or virtual arbitration. Mr. Richard Hayler commented that there is an incremental use of tools like skype for hearings done remotely, going paperless until final hearing, where documents were submitted electronically. However, there is currently no designated process for a virtual arbitration. Chairman suggested that the branch may consider forming a sub-committee to explore digitalisation in arbitration.

Ms Camilla Godman from the CI Arb Asia Pacific office provided an update on its office and work in the region. Being a liaison, communications and marketing office, it helped to coordinate the Asia Pacific Diploma course jointly organised by the Australia, East Asia and Singapore branch. It hopes to encourage branches to work closely together and expanding its work in the region.

Chairman expressed his appreciation for the Asia Pacific office and hoped the Branch would continue working with her office.

Chairman thanked the Secretariat for its wonderful job in supporting the Branch during his terms and he also thanked the Board members for being very supportive for these two years. He stepped down as Chairman at this AGM.

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

CONFIRMED

A handwritten signature in black ink, appearing to read 'F. Xavier', written over a horizontal line.

Chairman of the Meeting

Name: Francis Xavier s/o Subramaniam Xavier