

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

MINUTES OF NINTH ANNUAL GENERAL MEETING

Venue : WongPartnership LLP
12 Marina Boulevard Level 28, Marina Bay Financial Centre Tower 3,
Singapore 018982

Date/Time : 30 April 2019 / 4.20pm

Present : See Attendance List

1. **COMMENCEMENT 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 Chou Sean Yu, presided as the Chairman of this Annual General Meeting.

The minutes of the 8th Annual General Meeting were circulated to members for approval. The confirmation of the minutes was proposed by Richard Hayler and seconded by Amanda Lees.

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

The Chairman took the meeting through the 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 the Branch's membership and the events, courses and activities of the Branch held in the year 2018/2019 including the inaugural Asia Pacific regional conference held on 23 April 2019. The Chairman reported on the election of Francis Xavier SC, Immediate Past Chairman, as the CIArb Global President for 2020 and Vice-President for 2019, and led the meeting in extending its congratulations to him.

The Chairman reported that the following events were organised in 2018/2019, reaching out to a total of 787 participants:

1. CIArb Talk by Sara Masters QC – *"Are the lights going out in London? What are the implications of Brexit for Asian Dispute Resolution?"* (10 May 2018)
2. SIAC – CIArb Debate (16 May 2018)
3. CIArb YMG Roundtable Event on *"How to Develop a Career in International Arbitration"* (5 July 2018)
4. CIArb Singapore Members' Evening 2018 (21 November 2018)
5. A Three-Part Workshop: *"Introduction to Distributed Ledger Technology, Smart Contracts and Cryptocurrencies"* – Workshop 1 (22 November 2018)
6. CIArb & FTI Consulting Seminar – *Understanding Capital Markets: Getting to Grips with Financial Instruments* (22 November 2018)
7. CIArb Singapore Branch Competition 2018
8. A Three-Part Workshop: *"Introduction to Distributed Ledger Technology, Smart Contracts and Cryptocurrencies"* – Workshop 2 (21 February 2019)
9. CIArb Talk by Dr Kate Parlett – *State owned enterprises in investment arbitration: public entities, private justice?* (27 February 2019)
10. Joint WIPO CIArb SFA Fintech & Arbitration Seminar 2019 (28 February 2019)

11. CI Arb Talk by Janet Walker – *"The Prague Rules: Diversifying the Arbitrator's Toolkit?"* (21 March 2019)
12. CI Arb Talk by Sir Robert Akenhead – *"Poacher Turned Gamekeeper: The Differences Between Being A Judge and An Arbitrator"* (11 April 2019)
13. CI Arb Asia Pacific Regional Conference (23 April 2019)

The Institute's new Pathway courses were launched in year 2018, with the modules streamlined from 4 to 3.

Old Pathway (International Arbitration)

Module 1 Law of Obligations and Civil Evidence
 Module 2 Law of International Arbitration
 Module 3 Practice and Procedure
 Module 4 Award Writing

New Pathway (International Arbitration)

Module 1 Law, Practice and Procedure
 Module 2 Law of Obligations
 Module 3 Evidence, Decision Making and Award Writing of International Arbitration

The Chairman informed that the Branch focussed on the progression of candidates who had completed the modules on the old Pathway and ran courses with a view of enabling them to apply for membership before the new Pathway is fully implemented in 2020.

The courses conducted in year 2018/2019 were, namely:

Singapore

1. Accelerated Route Towards Fellowship (24 & 25 January 2019)
2. Introduction to International Arbitration (5 March 2019)
3. Module 2 - Law of International Arbitration (31 January to 12 June 2019)
4. Module 4 - International Award Writing (15 February to 19 July 2019)

Active Regional Outreach Programme

Besides courses in Singapore, the Branch continued its collaboration with professional organizations in the region.

- Introduction to International Arbitration for Bangladesh International Arbitration Centre (BIAC) (20-21 November 2018)

The Branch was delighted to receive a 3rd delegation from the Bangladesh International Arbitration Centre (BIAC) to attend the Introduction to International Arbitration course in Singapore in November 2018.

Vietnam

- Introduction to International Commercial Arbitration (12 to 13 October 2018)

An Introduction to International Commercial Arbitration training course was held in Vietnam on 12 & 13 October 2018 for 95 participants. Led by Richard Tan, the teaching faculty included Paul Sandosham, Amanda Lees, Camilla Godman and Hop X. Dang.

Asia-Pacific Diploma

- CI Arb Asia Pacific Diploma in International Arbitration (28 July to 5 August 2018)

The Branch carried on its joint venture with the Australia and East Asia Branches, and collaborated on the 3rd joint Asia Pacific Diploma Course in International Arbitration which was held in Perth, Australia on 28 July 2018 to 5 August 2018.

The Chairman informed the meeting that he was stepping down as the Chairman of the Branch, after having served for two 1-year terms, and an election for new office-holders will be held at the Board meeting to be held after the AGM. Francis Xavier SC led a motion of thanks to the Chairman for his stint in leading the Branch.

Audited Financial Report for 2018

Hon. Treasurer, Richard Hayler, went through the audited financial statements of the Branch. He explained that the Branch's financial position remains healthy and at the end of the financial year 2018, the Branch maintained a strong positive cash balance. There were no questions from the meeting on the audited financial statements of the Branch.

Rengarajoo Balasamy proposed and Francis Lansakara seconded that the audited financial statements of the Branch for the financial year ended 2018 together with the Directors' and Auditors' Reports be adopted and approved by the Meeting.

IT WAS RESOLVED THAT the audited financial statements of the Branch for the financial year ended 31 December 2018 together with the Directors' Statement and Auditors' Report thereon, be and are hereby approved and adopted.

3. RETIREMENT AND RE-ELECTION OF DIRECTORS

The Hon Secretary, Jonathan Choo, explained to the Meeting that under Article 35(1) of the Branch's Constitution, one-third of the Directors were due to retire and a Director so retiring is eligible for re-election.

IT WAS RESOLVED:

- (i) THAT pursuant to Article 35(1) of the Branch's Constitution, Sapna Jhangiani 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, Rengarajoo s/o Rengasamy Balasamy 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, Paul Sandosham 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, Simon Peter Dunbar 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, Amanda Joan Lees retired from office as Director of the Branch and is eligible for re-election.

All the above 5 Directors had notified the Hon. Secretary of their intention to stand for re-election pursuant to Article 35(4) of the Branch's Constitution.

The Hon. Secretary also explained to the meeting that under Article 35(5) of the Branch's Constitution, "A Director may not serve on the Board for longer than seven (7) years without being re-nominated for election to the Board".

IT WAS RESOLVED:

THAT Raja Bose retired from office as Director pursuant to Article 35(5) of the Branch's Constitution and had sought to be re-nominated and was re-nominated for election.

4. **ELECTION OF DIRECTORS UNDER ARTICLE 14A OF THE BRANCH'S CONSTITUTION**

The Hon. Secretary updated the meeting that besides the nomination forms of the 6 Directors who were retiring at this meeting, nomination forms were received from Mr. Mahesh Rai, Mr. Tan Chuan Thye SC and Ms. Dawn Tan Ly-Ru. An election for the 6 vacant Board seats was therefore held by ballot. The Board had appointed two scrutineers to count the ballot forms received for the election, Mr Siraj Omar SC and Mr Shaun Lee. The scrutineers produced a report dated 16 April 2019 which was read by the Chairman. The total number of ballot forms received was 37, with 2 forms rejected.

IT WAS RESOLVED THAT the following persons be elected as Directors of the Company pursuant to Article 14A of the Constitution of the Branch:

- (i) Tan Chuan Thye SC
- (ii) Paul Sandosham
- (iii) Amanda Joan Lees
- (iv) Sapna Jhangiani
- (v) Rengarajoo s/o Rengasamy Balasamy
- (vi) Mahesh Rai

5. **TO RE-APPOINT AUDITORS AND AUTHORISE THE DIRECTORS TO FIX THEIR REMUNERATION**

The Branch's auditors, M/s J K Medora had indicated that their willingness to be re-appointed as the auditors. The motion for the appointment of M/s J K Medora as the Branch's auditors was proposed by Paul Sandosham and seconded by Timothy Cooke.

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

6. **TO TRANSACT ANY OTHER BUSINESS OF AN ANNUAL GENERAL MEETING**

Chairman notified the meeting that the Branch Secretariat support from EPC will be transferred to the CI Arb Asia Pacific Regional office, taking effect from 1 June 2019. Richard Tan proposed a motion of thanks to Jan and her team from EPC for their dedicated service in supporting the Branch in the last six years, which was supported by the meeting.

There being no other business, the meeting was concluded by the Chairman.

CONFIRMED



Chairman of the Meeting
Name: Chou Sean Yu