

INTERNATIONAL INSTITUTE OF MEDIATORS (SINGAPORE) LIMITED

(UEN: 201707858K)

(Incorporated in the Republic of Singapore)

(the "Institute")

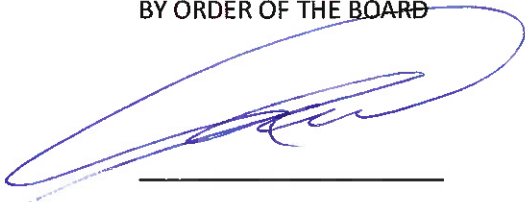
NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN THAT the Annual General Meeting of the Institute will be held on 29 April 2019 at 7:30PM at Geylang Serai CC, Wisma Geylang Serai, 1 Engku Aman Turn Singapore 408528 to consider and, if thought fit, to transact the following business:

AGENDA

1. To receive and adopt the Annual Report of the Institute.
2. To receive and adopt the Directors' Report and Audited Financial Statements for the year ended 31 December 2018.
3. To re-appoint J. Tan & Co as the Auditors of the Institute at a remuneration to be fixed by the Directors.
4. To transact any other business that may properly be conducted at an Annual General Meeting.

BY ORDER OF THE BOARD



TITO SHANE ISAAC
SECRETARY

Dated: 28 February 2019

Note:

1. A member of the Institute entitled to attend and vote at the Meeting is entitled to appoint a proxy to attend and vote on his behalf. A proxy need not be a member of the Institute.
2. An instrument appointing the proxy must be deposited at the Registered Office of the Institute not less than 48 hours before the time for holding the Meeting or any adjourned Meeting thereof.
3. A Corporation which is a member of the Institute may, by resolution of its directors, authorize any person to act as its representative at any meeting of the Institute, and such representative shall be entitled to exercise the same powers on behalf of the Corporation which he represents if he had been an individual member of the Institute.

INTERNATIONAL INSTITUTE OF MEDIATORS (SINGAPORE) LIMITED

(Incorporated in the Republic of Singapore)
(Company registration no. 201707858K)

IMPORTANT

1. Pursuant to Section 181(1C) of the Companies Act, Chapter 50 (the "Act"), Relevant Intermediaries may appoint more than two proxies to attend, speak and vote at the Annual General Meeting.

PROXY FORM

*I/We _____ (Name) NRIC/Passport Number _____

of _____ (Address)

being a *member/members of INTERNATIONAL INSTITUTE OF MEDIATORS (SINGAPORE) LIMITED (the "Institute"), hereby appoint

Name	Address	NRIC/ Passport No.	Proportion of shareholdings to be represented by proxy (%)

*and/or

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or failing whom, the Chairman of the Meeting, as *my/our *proxy/ proxies to attend, speak and vote for *me/us on *my/our behalf and, if necessary, to demand a poll, at the Annual General Meeting of the Institute to be held at Geylang Serai CC, Wisma Geylang Serai, 1 Engku Aman Turn Singapore 408528 on 29 April 2019 at 1930 hours and at any adjournment thereof.

*I/we direct *my/our *proxy/proxies to vote for or against the Ordinary Resolutions as set out in the Notice of Annual General Meeting as indicated with an "X" in the spaces provided hereunder. In the absence of specific directions, the *proxy/proxies will vote or abstain as the *proxy/ proxies at *his/their discretion.

No.	Ordinary Resolutions	For	Against
1.	To receive and adopt the Annual Report of the Institute		
2.	To receive and adopt the Directors' Report and Audited Financial Statements for the year ended 31 December 2018.		
3.	To re-appoint J. Tan & Co as the Auditors of the Institute at a remuneration to be fixed by the Directors		
4.	To transact any other business that may properly be conducted at an Annual General Meeting.		

Dated this _____ day of _____ 2019

Total Number of Shares Held

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Signature(s) of Member(s)/Common Seal

* Delete Accordingly

IMPORTANT: PLEASE READ NOTES below

Notes:-

1. Except for a member who is a Relevant Intermediary as defined under Section 181(6) of the Companies Act, a member is entitled to appoint not more than two proxies to attend, speak and vote at the meeting. Where a member appoints more than one proxy, the proportion of his concerned shareholding to be represented by each proxy shall be specified in the proxy form. A proxy need not be a member of the Company.
2. Pursuant to Section 181(1C) of the Companies Act, Chapter 50 (the "Act"), a member who is a Relevant Intermediary is entitled to appoint more than two proxies to attend, speak, and vote at the meeting, but each proxy must be appointed to exercise the rights attached to a different share or shares held by such manner. Where such member appoints more than two proxies, the number and class of shares in relation to which each proxy has been appointed shall be specified in the proxy form.
3. The instrument appointing a proxy or proxies must be under the hand of the appointer or his attorney duly authorized in writing. Where the instrument appointing a proxy or proxies is executed by a corporation, it must be executed either under its common seal or under the hand of its attorney or duly authorized officer.

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**INTERNATIONAL INSTITUTE OF MEDIATORS
(SINGAPORE) LIMITED**

Level 30, 1 North Bridge Road
Singapore 179094

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STAMP

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4. A corporation which is a member may authorize by resolution of its directors or other governing body such person as it thinks fit to act as its representative at the Annual General Meeting, in accordance with its constitution or Section 179 of the Companies Act, Chapter 50 of Singapore.
5. The Proxy Form must be lodged at the registered office of the Company at 20A Circular Road Singapore 049376 not less than 48 hours before the time appointed for the Annual General Meeting.
6. A member should enter the total number of shares held. If no number is inserted, this form of proxy will be deemed to relate to all the shares held by the member of the Company.
7. The Company shall be entitled to reject the Proxy Form if it is incomplete, improperly completed or illegible or where the true intentions of the appointer are not ascertainable from the instructions of the appointer specified in the Proxy Form.
8. The Company may reject any Proxy Form lodged if the member, being the appointer, is not shown to have ordinary shares entered against his name in the Registrar of Members as at 48 hours before the time appointed for holding the Extraordinary General Meeting.

Third fold
