

# Guide on

## Submission of Proxy Form for the 18th General Assembly (GA18) of RSPO Members

Members who are unable to cast their e-votes in advance or attend the GA18 virtually will be given the option to appoint a proxy to vote on their behalf.

The submission of a Proxy Form must be done during the online registration for the GA18. The appointment of a proxy must be done before **8:00 PM (GMT+8) on 26 November 2021**. Please note that a strict policy will be enforced and late submissions will not be considered.

Members are given the following proxy options:

1. To appoint the Chairperson of the General Assembly as the proxy, or
2. To appoint any member of their choice as the proxy, or
3. To appoint a Board of Governors (BoG) member from their sector who is attending the General Assembly as the proxy.

If you have selected proxy Option 1 (Chairperson) or Option 3 (a BoG member), the RSPO Secretariat will directly inform the Chairperson or the selected BoG member of their appointment as your proxy.

If you have selected proxy Option 2 (any member of your choice), kindly ensure that you have informed the member and that they have agreed to hold the proxy position on your behalf. Please keep in mind that the proxy holder must be attending the virtual GA18.

**Important note:**

By appointing a proxy, a member will be giving the appointed proxy member the full discretion to vote on their behalf without any voting instructions. If you do not agree to this, please cast your vote via the advanced e-voting option, which is open from 4-30 November 2021.

A summary of resolutions and board elections relevant to members' respective sectors will only be available to view during the proxy registration.

For any enquiries or clarifications, please email [ga@rspo.org](mailto:ga@rspo.org)