



# GA22 NOMINATION SUBMISSION GUIDE

# GUIDE ON SUBMISSION OF BOARD ELECTION NOMINATION FOR THE 22<sup>ND</sup> GENERAL ASSEMBLY OF (GA22) RSPO MEMBERS

Submission of nomination for the Board of Governors election to the RSPO Secretariat must be done via the [online form](#). All nominations must be submitted before **5:00 PM (GMT+8) on 27 August 2025 (Wednesday)**. Please note that a strict policy will be enforced and late submissions WILL NOT be considered.

## STRUCTURE OF NOMINATION FORM

The online form consists of the following structure and guidance to fill in each of the sections. All fields are mandatory.

### 1 Membership Sector

Select the membership sector for the Board Election from the dropdown menu.

### 2 Principal Board Member & Alternate Board Member

Fill in the details of the principal and alternate board members by selecting the appropriate tabs.

**a** Name of organisation  
Key in the organisation name and click the search button to select the right organisation from the search result.

**b** Name of nominee  
Fill in the name of the nominee.

**c** Position in organisation  
Fill in the nominee's position in the organisation.

**d** Email address  
Fill in the nominee's email address.

**e** Telephone/Mobile number  
Fill in the nominee's office or mobile number.

### 3 Summary of Nominee Profile

Provide a summary of the nominees professional background.

### 4 Summary of Organisation Profile

Provide a summary of the organisation profile.

### 5 Upload Photo

Upload photo of the nominee (PNG, JPEG or GIF format). File must not exceed 1 MB.

### 6 Submitter information

If submission is done by the nominee, select copy and details will be auto-filled. If this is not a self nomination, details of submitters will need to be provided.

**a** Name of organisation  
Key in organisation name and click the search button to select the right organisation from the search result.

**b** Name of submitter  
Fill in your name.

**c** Position in organisation  
Fill in your position in the organisation.

**d** Email address  
Fill in your email address.

**e** Telephone/Mobile number  
Fill in your office or mobile number.

If you encountered any difficulties submitting the online form, please contact [ga@rspo.org](mailto:ga@rspo.org) for assistance.