

JOHORE BAR 51ST ANNUAL GENERAL MEETING **UPDATES, DIRECTIONS AND GUIDELINES**

Registering for the Meeting

1. Members and pupils in chambers who intend to attend the AGM are required to register at <http://agm.johorebar.org.my> by clicking the 'Register' button and filling out the required information.
2. The Secretariat will verify each registration and you will receive an email upon successful verification of your eligibility to attend the AGM.
3. Only members of the Johore Bar with a valid Sijil Annual and Practising Certificate 2021 and Pupils-in-Chambers with duly registered Petition Numbers will be verified and approved by the Secretariat.
4. Once verified, you will be able to log-in into the AGM portal at <http://agm.johorebar.org.my> by clicking the 'Login' button and entering your BC/Petition Number and your NRIC number. This will enable you to view all the agenda and documents for the AGM.
5. To allow the Secretariat time to verify and approve your account, kindly submit your registration for verification purposes not later than 3:00 pm, 26th February 2021.

Attending the AGM

6. Verified members and pupils will be able to enter the meeting through the AGM portal at <http://agm.johorebar.org.my> by clicking the 'Login' button and entering your BC/Petition Number and your NRIC number.
7. To enter the meeting, click on the 'Enter AGM' after you log-in. Please note that the meeting link will only be made available one (1) hour before the meeting, ie 2:00 p.m. on 26th February 2021.

Participation in the AGM

8. To participate in the AGM, **you can use the "Raise Hand" function in Zoom to let the moderator know that you have something to say.**
9. Members are required to have their cameras **ON** at all times.
10. No recording, screen capture of the proceedings is allowed throughout the meeting.
11. Please note that the video screen must be on when a member is allowed into the virtual meeting. Members are advised to mute during the meeting unless there is a need to participate in the meeting.

Preparation before the AGM

12. The meeting will run on the Zoom platform. You can use your computer, tablet or phone to attend the meeting. To download Zoom:
 - a. **On a computer:** open your browser and go to <https://zoom.us/download> and from the Download Center, click on the Download button under "Zoom Client For Meetings". The application will automatically download when you start your first Zoom Meeting.
 - b. **On your phone/tablet:** Open up the App Store or Google Play Store on the device and search for Zoom Cloud Meetings. Download and install the app.
 - c. You are encouraged to ensure that you have the latest version of Zoom on your device.

13. The Secretariat and the Johore Bar Committee will be on standby to assist should you have any issues installing Zoom. The Secretariat can be contacted should you require assistance.

In the event that you have wrongly entered information for registration and/or encounter any problems please email agm@johorebar.org.my or call the Johore Bar Secretariat at 07-2763888.