- User Guide -

REGISTRATION FOR E-MEETING

Step 1 : Registration

Please use the **URL** or scan the **QR code** provided on the document to register for the meeting.

Step 2 : Please fill in the information accordingly.

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1   **Block & Unit :** Your block & unit number. (whichever is applicable)

> [Add " **#** " in front of your unit number. (e.g : #01-01)]
> [Add " **,** " to separate the units you own. (e.g : #01-01, #01-02)]

2   **User Type : (select one of the following for admin verification)**
- Subsidiary Proprietor (SP) - the owner of the unit/units.
- Independent Proxy – Assigned proxy holder who is not a Subsidiary Proprietor
- Company Representative – Representative of the company who owns the unit/units.
- Mortgagee
- Power of Attorney

3   **Upload of Photos :**
You will have to visit the management office with your photo ID for verification if you **do not upload** your photo identification and a selfie with the identification.

3.1 **Photo Identification Containing Full Name As Follows :**

Important Reminder :

Please ensure photos uploaded show **your photograph** and **full name** clearly.

You may redact or hide sensitive information that is not required for this verification.

3.2 **Selfie Holding Photo Identification :** *This is required to prevent impersonation
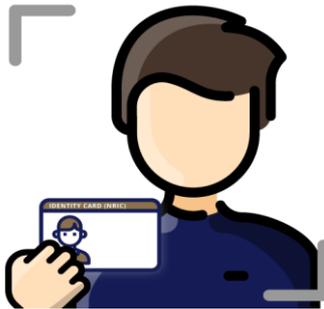
4 **Terms & Conditions :**

Check the box if you agree after reading the Terms & Conditions.

☑ I agree to the Terms & Conditions.

5 Click **Register** to complete the registration process.

You will be directed to an acknowledgment page **as shown below** for all successful registration.

🖥 Emeet

Thank you for your Registration.
The Management will check through the details against their records.

For Virtual Meeting & Vote
You will receive an email from "eMeet Singapore" containing your log in username and password
at least 1 day before the meeting date if you have registered before the date required.

For Physical Meet & Vote
Username and password will be provided on the day of meeting.

Compliance with the Personal Data Protection Act

The provision of personal data on emeet, shall be for the limited purpose of using this platform for the electronic general meeting such as verification of information and pushing out emails with username, password and one time password to the individual users. The MCST is entitled to retain the information for audit purpose.

d'Eventz Channel Pte Ltd, owner of emeet shall not collect, use or disclose personal data obtained for any other purposes.

BEFORE THE MEETING

You will receive an email from "**eMeet Singapore**" containing your Username and Password at least **1 day before** the meeting day if you have registered before or on the stipulated date required.

Email sample as shown below.

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eMeet Singapore

Dear xxxxxxxx

Thank you for your registration for the upcoming meeting of – xxx Condo MCST no. xxxx

Log In Details :

Username : abc@gmail.com (the email you used to register)

Password : d5rvT9KX

OTP : will be sent to your registered email and/or sms to your mobile no. if you have registered.

URL for the meeting : https://emeet.sg/login/ will be opened for login 1 hour before stipulated ACTUAL meeting time. (Please refer to your AGM / EGM document).

Please remember your Username and Password for you to sign in to emeet.sg on the day of meeting.

Important Reminder :

Do check your **JUNK/SPAM** mail folder on **Webmail** as certain email apps will not show junk/spam mail.

MEETING DAY

1. Supported Operating Platform

Personal Computer (PC)
(same screen)

iPhone / iPad
(same screen)

Phone (Android)
(same screen)

Google Chrome

OR

Microsoft Edge

Download emeet.sg apps from apple store

Google Chrome

Device	Browser	Zoom App Needed	To Meet & Vote
PC (windows)	**Google Chrome / Microsoft Edge**	No	**Within the same screen**
PC (Mac)	**Google Chrome**	No	**Within the same screen**
	Safari	Yes	2 Apps (Toggle / Switch between safari & zoom app)
Phone (Android)	Google Chrome	No	Within the same screen
iPhone / iPad	emeet.sg apps	No	Within the same screen
	Safari	Yes	2 Apps (Toggle / Switch between safari & zoom app)

Highly Recommended ! Best User Experience !

2. Things To Do Before The Meeting

a. Use of video and audio may be required. Please ensure you have built in camera for video conference and headset with microphone for audio.

3. Step By Step Guide To Login

Step 1 : Please enter the URL **www.emeet.sg/login/**

(Do note that you can only login **1 HOUR BEFORE** the stipulated meeting time.)

Step 2 : Sign In
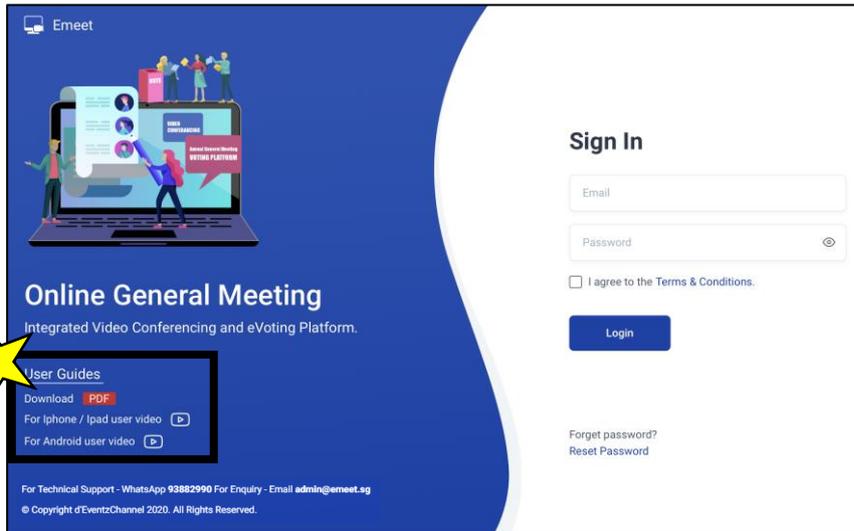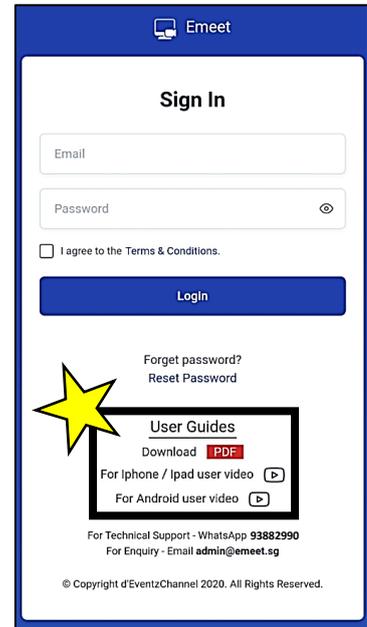
PC User   Phone User

Step 3 : Please fill in the Username (registered email) and the Password accordingly.

Step 4 : Check the box if you agree after reading the Terms & Conditions.

Step 5 : Click [Login] button.

Step 6 : OTP will be sent to your registered email as well as mobile phone if you have provided your mobile number.
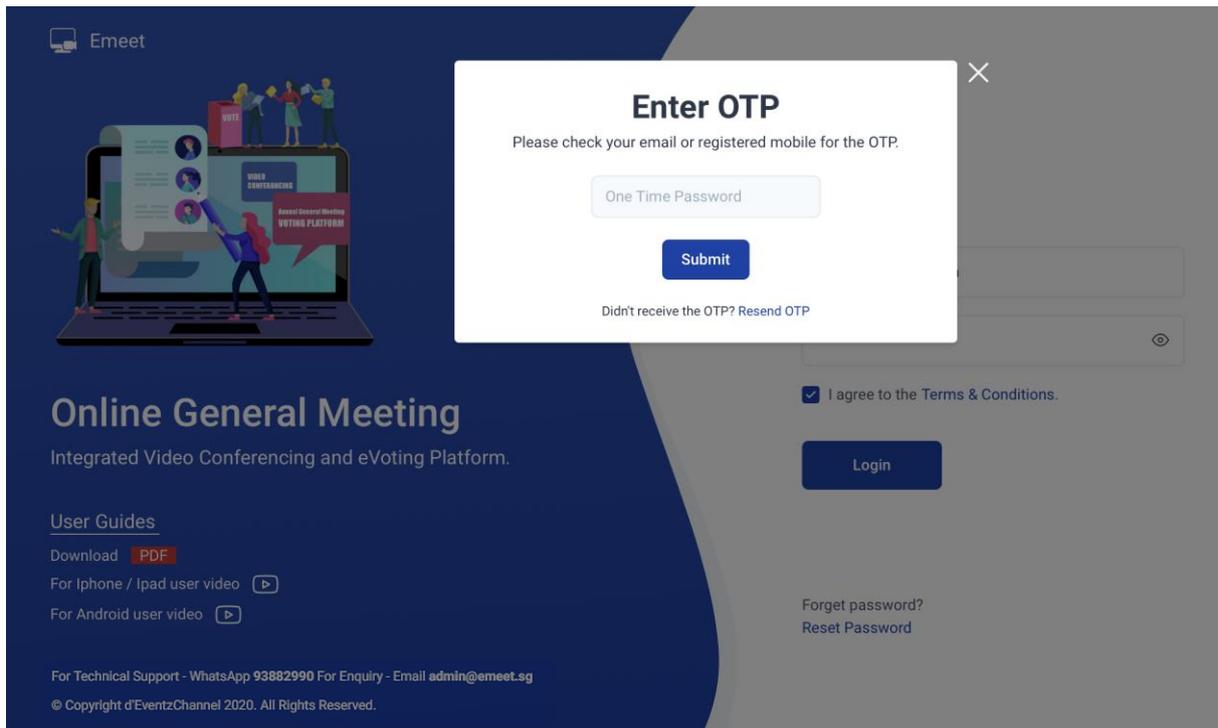
Step 7 : Successful login will bring you to the dashboard page as shown below.

PC User

Phone User
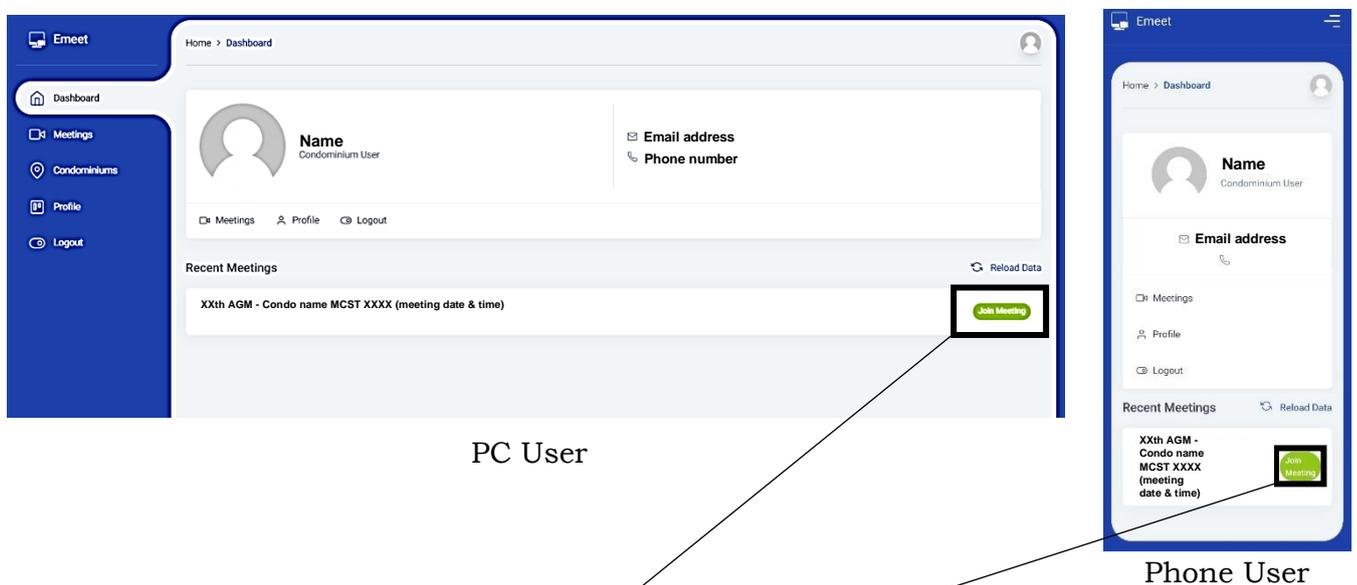
Step 8 : Click [Join Meeting] to enter the meeting room.

Step 9 : The host will admit you into the meeting.
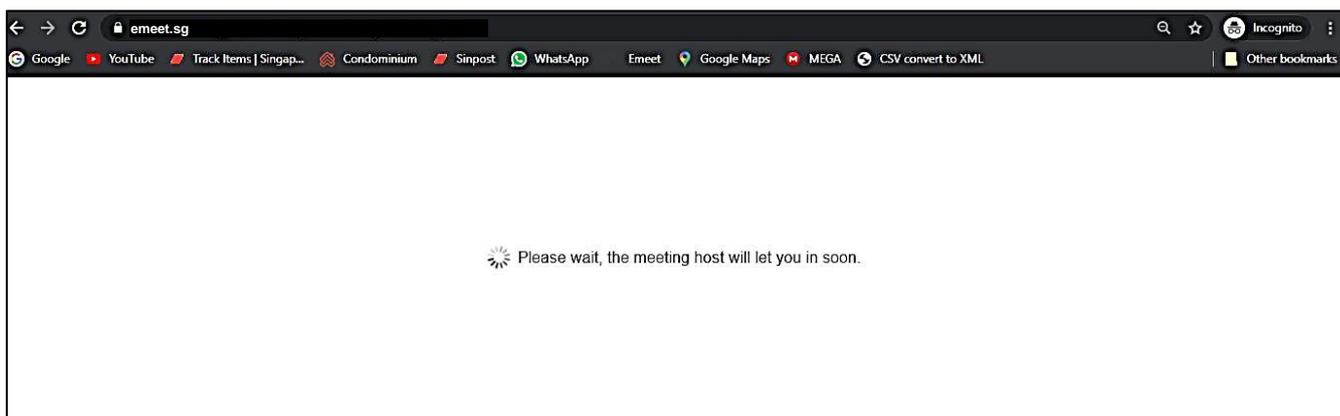
(Note: **DO NOT** refresh the page while waiting)

EXAMPLE OF YOUR VOTING SCREEN

- Voting will appear on your screen when the moderator releases the resolutions to be voted for.
- Please cast your vote. A Confirm / Cancel pop up banner will appear.

> ➤ Once you click Confirm , **You are unable to change your vote**.
> ➤ If you click Cancel , choose again.

1. View on PC. (Voting appear within the same screen)

2. View on Android Phone (Voting appear within the same screen)
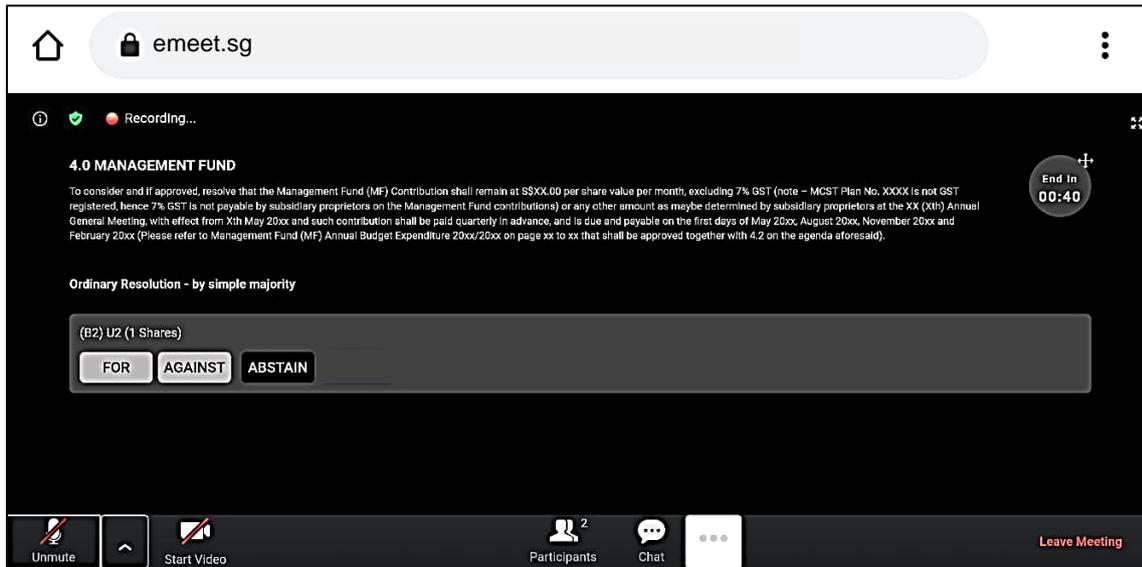
3. View on iPad/iPhone. (via emeet.sg apps on apple store)
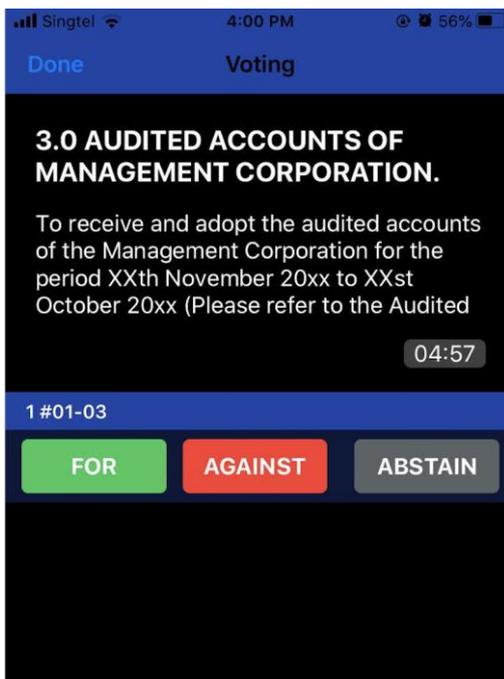
Kindly **scroll down** to see the full description.

PLEASE NOTE :

The MCST and emeet.sg shall not be LIABLE for any interruption, transmission blackout, and delayed transmission due to individual's internet connection / device usage issue. Also, the MCST and emeet.sg shall not be liable to any party for any damages, claims, expenses or losses of any kind (whether direct, indirect, special, incidental or consequential or otherwise (i) suffered by user or any party: and/or (ii) arising from or in connection with any access , use or inability to access or use this website or service (including but not limited to casting of vote/s).