

**GA14 PROXY FORM**

**14th Annual General Assembly of RSPO Members**

30 November 2017

Bali, Indonesia

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| * ***Closing date for submission of proxy is 28 November 2017, 1500 hours (GMT+8)*** * ***Only completed forms will be accepted*** * **RSPO will carry out an identification verification process of all proxy holders attending for and on behalf of a member during registration and collection of ballot papers at the General Assembly. Kindly note that a proxy holder must produce a national identification document or passport for verification purposes. RSPO may disallow the collection of ballot papers should the proxy holder fail to produce a relevant identification document.** |

**Step-by-step Guidelines:**

1. This form is only for Ordinary Members of RSPO who are eligible to vote.
2. Confirm your selection from the 3 proxy options outlined with a cross (X) in the relevant box.
3. Indicate your vote preference for each resolution in the table provided or bestow full discretion to your proxy to vote on your behalf with a cross (X) in the correct box.
4. Please complete parts I to III in this form.
5. Print out the completed form and sign it.
6. Send your **signed** proxy form by fax (+603-2302 1542) or email at [ga@rspo.org](mailto:ga@rspo.org) as soon as possible but no later than 28 November 2017, 1500 hours (GMT +8) to ensure that the required quorum for the general assembly is met.
7. Fax or email the form to your appointed proxy and the Secretariat if you have selected option 1 – which is a proxy you have identified on your own.
8. If you have selected proxy Option 2 (a Board of Governors member) or Option 3 (Chairperson), the RSPO Secretariat will directly inform the selected Board of Governor member or the Chairperson of their appointment as your proxy.
9. A confirmation email will be sent to you once you have completed and submitted the proxy form.
10. For any enquiries or clarification, please email [ga@rspo.org](mailto:ga@rspo.org) or call +603 2302 1500.

**Who can be a proxy?**

1. Must be a RSPO Member.
2. Can be from any membership type: Ordinary Member or Affiliate Member or Supply Chain Associate Member.
3. Must be able to attend the General Assembly in person.
4. Proxy does not have to be from the same membership/stakeholder category.

**PART I – ORGANIZATION DETAILS**

**Please complete the form by TYPING into the grey boxes.**

|  |  |
| --- | --- |
| RSPO Membership number: | *Please obtain your membership number from*[***http://www.rspo.org/members***](http://www.rspo.org/members)*Key in your organization name* |
| Membership Type: | *Ordinary Member* |
| Membership Sector: |  |
| Organization: |  |
| Address: |  |
| Country: |  |
| Tel no/Fax no: | / |
| Full name: |  |
| Position in the organization: |  |
| Email address: |  |

**PART II – PROXY OPTION**

If you are unable to attend the General Assembly, please confirm the appointment of your proxy with a cross (X) on ONE (1) of these three (3) options:

**OPTION 1**:  I choose to identify and appoint a proxy of my own

As an Ordinary Member of the ROUNDTABLE ON SUSTAINABLE PALM OIL (RSPO) we hereby appoint:

|  |  |
| --- | --- |
| Name of proxy: |  |
| Organization: |  |
| Email address: |  |

*I shall fax/email to my proxy and the Secretariat this completed and signed form*

**OPTION 2**:  I choose to appoint a Board of Governor member as my proxy

If you are unable to identify a proxy of your own, it is recommended that you appoint a Board of Governor member (not necessarily from the same membership/stakeholder category). List of all Board of Governor members are available in Appendix I of this Proxy Form.

Name of proxy/Name of Board of Governor Member (Please select only ONE):

OR

*\*\* The RSPO Secretariat will email your completed and signed proxy form to the selected Board of Governor member*

**OPTION 3**:  I choose to appoint the Chairperson of the General Assembly as my proxy

If you are unable to identify a proxy of your own or a Board of Governor member, it is recommended that the Chairperson of the General Assembly be appointed as your proxy.

*\*\* The RSPO Secretariat will email your completed and signed proxy form to the Chairperson*

**PART III – RESOLUTIONS FOR THE GENERAL ASSEMBLY**

**Please cross (X) one option from below:**

**Option 1:**

I hereby confirm that my appointed proxy will submit my voting preference on the specific resolutions as indicated in the table below

**Option 2:**

I hereby give full discretion to my appointed proxy to vote on my organization’s behalf

***If you have selected Option 1 above, please place a cross (X) on your votes in the tables below.***

***In the case you do not cross (X) in any of the vote options below; it will be considered an abstention from voting.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Item** | **Description** | **Vote** | **Vote** |
| 4 | To confirm the minutes of the last General Assembly held on 10 November 2016 - **by show of hands**  <http://www.rspo.org/ga/ga14/GA13DraftMinutes.pdf>  <http://www.rspo.org/ga/ga14/GA13AttendanceList.pdf> | For | Against |
| 5 | To receive and adopt the Treasurer’s Report and Financial Statements for the year ended 30 June 2017 of the RSPO.  <http://www.rspo.org/ga/ga14/Treasurers_report_2017.pdf>  <http://www.rspo.org/ga/ga14/RSPO_Financial_Statements_30_Jun_2017.pdf> | For | Against |

|  |  |  |  |
| --- | --- | --- | --- |
| **Resolution** | **Description** | **Vote** | **Vote** |
| 6a | To confirm the appointment of PricewaterhouseCoopers as the auditors of the RSPO for the financial year ending 30 June 2018. | For | Against |
| 6b | Relocation of the De Facto RSPO Executive Office to Jakarta, Indonesia <http://www.rspo.org/ga/ga14/Resolutions/ResolutionGA14-6b.pdf> | For | Against |
| 6c | Strengthening the RSPO Executive Office  <http://www.rspo.org/ga/ga14/Resolutions/ResolutionGA14-6c.pdf> | For | Against |
| 6d | Generation of sustainability practices and fair trade for independent mills  <http://www.rspo.org/ga/ga14/Resolutions/ResolutionGA14-6d.pdf> | For | Against |
| 6e | Enhancing credibility of the "Annual Communications of Progress"  <http://www.rspo.org/ga/ga14/Resolutions/ResolutionGA14-6e.pdf> | For | Against |
| 6f | Balanced representation in the RSPO General Assembly voting process based on membership category  <http://www.rspo.org/ga/ga14/Resolutions/ResolutionGA14-6f.pdf> | For | Against |
| 6g | Official recognition of IGC endorsed Indonesian RSPO grower member representatives within all RSPO forums, as formally representing the Indonesian Growers Caucus (IGC)  <http://www.rspo.org/ga/ga14/Resolutions/ResolutionGA14-6g.pdf> | For | Against |
| 6h | Relocation of the RSPO Secretariat Office to Jakarta, Indonesia <http://www.rspo.org/ga/ga14/Resolutions/ResolutionGA14-6h.pdf> | For | Against |
| 6i | Resolution to Amend The Statutes of the RSPO and the Code of Conduct for members to formalise the role of the Complaints and Appeals Panel <http://www.rspo.org/ga/ga14/Resolutions/ResolutionGA14-6i.pdf> | For | Against |

**PART IV – ELECTION OF BOARD OF GOVERNORS SEATS**

|  |  |  |
| --- | --- | --- |
| **Election** | **Constituents** | **Vote** |
|  | **Oil Palm Growers - Malaysia** |  |
| 1 | **MPOA** is retiring and available for re-election. There will be no election and MPOA will serve another term as no other nominations have been received. |  |
|  | **Oil Palm Growers - Indonesia** |  |
| 2 | **PT Agro Harapan Lestari** is retiring and is not available for re-election. One nomination was received for **Golden Agri-Resources Ltd** and they will assume the seat for a term as no other nominations have been received |  |
|  | **Processors and/or Traders** |  |
| 3 | **IOI Loders Croklaan (IOI Group)** is retiring and is not available for re-election. One nomination was received for **Wilmar International Limited** and they will assume the seat for a term as no other nominations have been received. |  |
|  | **Consumer Goods Manufacturers** |  |
| 4 | **Unilever** is retiring and available for re-election. There will be no election and Unilever will serve another term as no other nominations have been received. |  |
|  | **Retailers** |  |
| 5 | **Marks & Spencer** is retiring and available for re-election. There will be no election and Marks & Spencer will serve another term as no other nominations have been received. |  |
|  | **Banks and Investors** |  |
| 6 | **HSBC** is retiring and available for re-election. There will be no election and HSBC will serve another term as no other nominations have been received. |  |
|  | **Environmental NGOs** |  |
| 7 | **World Resources Institute** is retiring and is available for re-election. There will be no election and World Resources Institute will serve another term as no other nominations have been received. |  |
|  | **Social NGOs** |  |
| 8 | **Oxfam Novib** is retiring and available for re-election. There will be no election and Oxfam Novib will serve another term as no other nominations have been received. |  |

**PART V – SUBMISSION OF PROXY FORM (MANDATORY)**

Signature :

Authorized Person :

Date :

1. Send your **signed** proxy form by fax (+603-2302 1542) or email ([ga@rspo.org](mailto:ga@rspo.org) ) as soon as possible but no later than 28 November 2017, 1500 hours (GMT+8) to enable the RSPO Secretariat to ensure that the required quorum for the general assembly is met.
2. Fax or Email the form to your appointed proxy if you have selected option 1 – which is a proxy you have identified on your own.
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4. For any enquiries or clarification, please email [ga@rspo.org](mailto:ga@rspo.org) or call +603 2302 1500.

**APPENDIX 1**

**RSPO Board of Governors 2017**

| **Name** | **Membership Sector** | **Position in RSPO Board** | **Company** | **Email** |
| --- | --- | --- | --- | --- |
| Biswaranjan Sen | Consumer Goods Manufacturers | Co-Chairman | Unilever | [biswaranjan.sen@unilever.com](mailto:biswaranjan.sen@unilever.com) |
| Cherie Tan | Consumer Goods Manufacturers | Alternate Member | Unilever | [cherie.tan@unilever.com](mailto:cherie.tan@unilever.com) |
| Dato' Carl Bek-Nielsen | Oil Palm Growers | Co-Chairman | MPOA | [cbn@plantations.biz](mailto:cbn@plantations.biz) |
| Chew Jit Seng | Oil Palm Growers | Alternate Member | MPOA | [Jitseng.chew@genting.com](mailto:Jitseng.chew@genting.com) |
| Elizabeth Clarke | Environmental NGOs | Substantive Member | WWF | [eclarke@wwf.sg](mailto:eclarke@wwf.sg) |
| Dr Gan Lian Tiong | Oil Palm Growers | Substantive Member | PT Musim Mas | [liantiong.gan@musimmas.com](mailto:liantiong.gan@musimmas.com) |
| Jose Roberto Montenegro | Oil Palm Growers | Substantive Member | Agrocaribe | [jmontenegro@agroamerica.com](mailto:jmontenegro@agroamerica.com) |
| Olivier Tichit | Oil Palm Growers | Alternate Member | SIPEF Group | [ortichit@sipef.com](mailto:ortichit@sipef.com) |
| Tim Stephenson | Processors & Traders | Treasurer | AAK | [tim.stephenson@aak.com](mailto:tim.stephenson@aak.com) |
| Caroline Westerik | Processors & Traders | Alternate Member | AAK | [caroline.westerik@aak.com](mailto:caroline.westerik@aak.com) |
| Dato' Haji Ab Ghani Mohd Ali | Oil Palm Growers | Substantive Member | FELDA | [ghani.ma@felda.net.my](mailto:ghani.ma@felda.net.my) |
| Izham Mustaffa | Oil Palm Growers | Alternate Member | FELDA | [izham.m@felda.net.my](mailto:izham.m@felda.net.my) |
| Jonathan Horrell | Consumer Goods Manufacturers | Substantive Member | Mondelez International | [jhorrell@mdlz.com](mailto:jhorrell@mdlz.com) |
| Karimah Hudda | Consumer Goods Manufacturers | Alternate Member | Mondelez International | [karimah.hudda@mdlz.com](mailto:karimah.hudda@mdlz.com) |
| Fiona Wheatley | Retailers | Substantive Member | Marks and Spencer | [fiona.wheatley@marks-and-spencer.com](mailto:fiona.wheatley@marks-and-spencer.com) |
| Dr. Belinda Howell | Retailers | Substantive Member | Retailers’ Palm Oil Group | [belinda.howell@rpog.org](mailto:belinda.howell@rpog.org) |
| Hugo Byrnes | Retailers | Alternate Member | Royal Ahold | [hugo.byrnes@ahold.com](mailto:hugo.byrnes@ahold.com) |
| Ben Vreeburg | Processors & Traders | Substantive Member | IOI Loders Croklaan (IOI Group) | [ben.vreeburg@ioiloders.com](mailto:ben.vreeburg@ioiloders.com) |
| Surina Ismail | Processors & Traders | Alternate Member | IOI Corporation Bhd | [surina@ioigroup.com](mailto:surina@ioigroup.com) |
| Geraldine Lim | Bank & Investors | Substantive Member | Rabobank | [geraldine.lim@rabobank.com](mailto:geraldine.lim@rabobank.com) |
| Ian Hay | Bank & Investors | Substantive Member | HSBC | [ianhay@hsbc.com.hk](mailto:ianhay@hsbc.com.hk) |
| Johan Verburg | Social NGOs | Substantive Member | Oxfam International | [johan.verburg@oxfamnovib.nl](mailto:johan.verburg@oxfamnovib.nl) |
| Taufiqul Mujib | Social NGOs | Alternate Member | Oxfam Indonesia | [tmujib@oxfam.org.uk](mailto:tmujib@oxfam.org.uk) |
| Paul Wolvekamp | Social NGOs | Substantive Member | Both ENDS | [pw@bothends.org](mailto:pw@bothends.org) |
| Daryll Delgado | Social NGOs | Alternate Member | Verite Asia | [ddelgado@verite.org](mailto:ddelgado@verite.org) |
| Anne Rosenbarger | Environmental NGOs | Substantive Member | World Resources Institute | [arosenbarger@wri.org](mailto:arosenbarger@wri.org) |
| Izabela Delabre | Environmental NGOs | Alternate Member | ZSL | [izabela.delabre@zsl.org](mailto:izabela.delabre@zsl.org) |