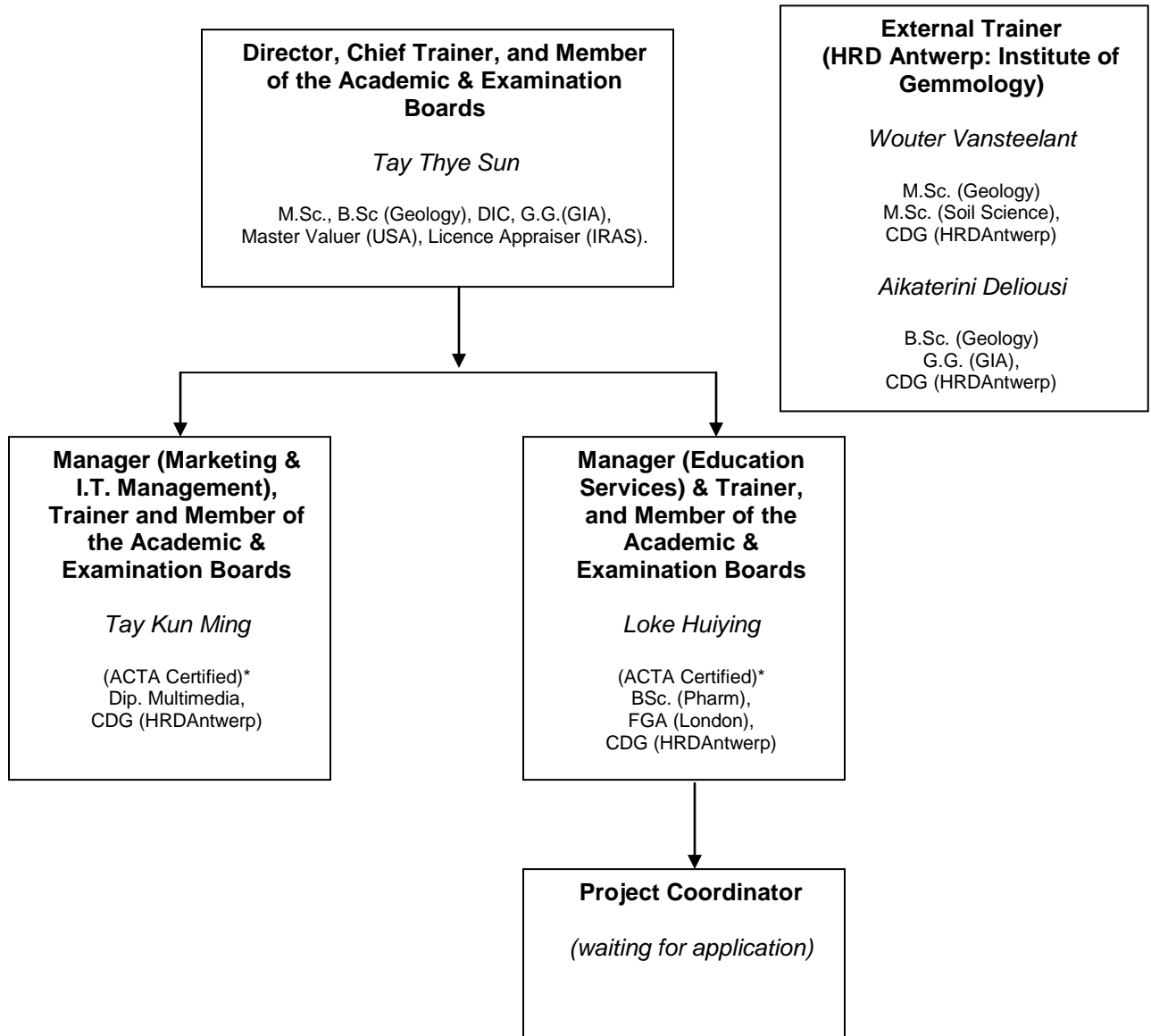


**Far East Gemological Institute Pte Ltd**  
 360 Orchard Road #09-04, International Building, Singapore 238869  
 Tel: 6735 8569 Fax: 6732 0163 Reg. No.: 201013854H

**(A) Organisation chart showing the management, training and administrative functions**



## **(B) Write-up of individual duties and responsibilities**

1. *Mr Tay Thye Sun*  
Director, CEO, Chief Trainer & Financial Officer  
(Full time)
  - Developed the course syllabus (since 1985) and training materials (e.g. course notes, stone samples, and instrumentation like microscope, loupe, and etc).
  - Oversees all financial and operational aspects in the gemological institute.
  - Conducts lessons.
  
2. *Mr Tay Kun Ming*  
Director (Marketing & I.T. Management)  
(ACTA Certified)  
(Full time)
  - Coordinate marketing efforts with external agencies.
  - Prepare and design marketing materials for both the electronic and print media.
  - Procuring electronic hardware and software for the institute.
  
3. *Miss Loke Hui Ying*  
Director, Trainer & Manager (Education)  
(ACTA Certified)  
(Full time)
  - Designing the course syllabus and preparing training materials (e.g. course notes, stone samples, microscope, loupe, and etc).
  - Engaged in all operational aspects in the gemological institute.
  - In charge of enrolment and student matters.
  - Conducts lessons.
  
4. *Mr Wouter Vansteelant*  
External Trainer (HRD Antwerp: Institute of Gemmology)  
(Full time)
  - Conducts the Diploma of Certified Diamond Grader course.
  - Engaged in all training aspects (both theory and practical) of the above-mentioned course.
  - Trained students to use the tools and equipment to properly examine and evaluate diamonds.
  
5. *Ms Aikaterini Deliousi*  
External Trainer (HRD Antwerp: Institute of Gemmology)  
(Full time)
  - Conducts the Diploma of Certified Diamond Grader course.
  - Engaged in all training aspects (both theory and practical) of the above-mentioned course.
  - Trained students to use the tools and equipment to properly examine and evaluate diamonds.

## (C) Institute's Staff Profile

### 1. *Mr Tay Thye Sun*

Director, CEO, Chief Trainer & Financial Officer

Mr Tay Thye Sun has been practicing gemology after he graduated from the Gemological Institute of America in 1980. Before he went full time into gem-testing lab work and as an instructor, he was an experienced gem dealer in the wholesale and retail jewellery business.

In 1985, he came across some natural rubies with very little inclusions and encountered great difficulty in authenticating the nature of the rubies. This prompted him to find out more and in doing so, he was slowly drawn into the world of gem research.

To date, he has published 50 research papers and some of which are in collaboration with professors and lecturers at the Physics Department, NUS and Life Science Department, Singapore Polytechnic, and more recently with NIE, NTU, He was invited to speak around the world, e.g. APEC Melbourne 2000; APEC Beijing 2000; 60th Anniversary of the German Gemmological Association 1992, Germany; 62<sup>nd</sup> Annual Conference – Gemmological Association of Australia 2008; Gems & Jewelry Institute of Thailand conference 2009; and the prestigious meeting of the International Gemmological Conference (by invitation only) held in Thailand 1995, Germany 1997, Spain 2001, China 2004, Russia 2007, and Tanzania 2009.

My Tay has trained sales personnel, executives and jewellers since 1985.

Additional Information:

#### Educational Background

- Graduated with a Bachelor of Science (Hon) in Geology (1976), University of London.
- Master of Science - Social and Psychological Aspects of Science and Technology in Industry (1977), Imperial College of Science and Technology, London.
- Diploma of Membership of Imperial College (1978), London.
- Graduate Gemologist, Gemological Institute of America, (1980), Santa Monica, U.S.A.

#### Contribution to Gemology

- President of Singapore Gemologist Society from 1993 to 2003, one of the founding members of the society since 1983.
- Appointed Expert of United Nation of Organisation of Expert since 1994.
- Technical Committee Member of the International Colored Gemstone Association (ICA) 1989 to 1993 and is made up of 37 nations.
- Member of International Gemmological Conference (IGC) since 1993 - member and also elected into the Executive Committee in 2004. This conference is by invitation only and is made up of 30 nations.

2. *Mr Tay Kun Ming*  
Director (Marketing & I.T. Management)

Qualifications:

Diploma in Multimedia Software Engineering, Singapore Polytechnic (2004)  
Certificate in Gemmology, Gemmological Association of Great Britain (2008)  
Certified Diamond Grader, HRD Antwerp Institute of Gemmology (2010)  
ACTA certified Trainer, Institute of Adult Learning (2010)

Mr Tay Kun Ming graduated with a Diploma in Multimedia Software Engineering from Singapore Polytechnic in 2002 and has since taken design/marketing positions in various companies.

In 2008, he joined the Far East Gemological Institute and has been a key person in its marketing function. He is involved in all aspects of the marketing effort- including website designing, brochure designing, online advertising, print media advertising and events marketing.

Mr Tay is a certified diamond grader (2010) trained by the established HRD Antwerp Institute of Gemmology (Belgium) and is also a member of the Diamond Exchange of Singapore. He designs customised jewellery and is familiar with practices and techniques employed in the jewellery trade.

Mr Tay also travels around the region regularly to source for various gemstone specimens (for training purposes) and to update himself with trends and developments in the gemstone market.

3. *Miss Loke Huiying*  
Director & Trainer

Qualifications:

Bachelors in Science (Pharmacy), National University of Singapore (2006)  
Diploma in Gemology, Gemmological Association of Great Britain (2009)  
Certified Diamond Grader, HRD Antwerp Institute of Gemmology (2010)  
ACTA certified Trainer, Institute of Adult Learning (2010)  
Accredited Jewelry Professional, Gemological Institute of America (2011)

Miss Loke Hui Ying graduated with a Bachelors degree from National University of Singapore in 2006. She joined Far East Gemological Institute at the end of 2007 and has subsequently been involved in managing the operations and training activities.

Miss Loke is a certified diamond grader trained by the established HRD Antwerp Institute of Gemmology, June 2010 (Belgium). She also holds a Diploma in Gemology from Gemmological Association of Great Britain (2009) and will be ACTA certified by end 2010.

Having a heart of an educator/trainer, she has trained more than 100 students in 2010 in WSQ diamonds, gemstones and jewellery retail courses (done in collaboration with Singapore Polytechnic). In 2010, she has also conducted gem and diamond workshops in collaboration with the People's Association and Hwa Chong Institution. Currently, she is planning to expand the number of offered courses and to increase the institute's student enrolment rate.

4. *Mr Wouter Vansteelant*  
External Trainer (HRD Antwerp: Institute of Gemmology)

Qualifications:

Masters in Science (Geology)  
Masters in Science (Soil Science)  
Certified Diamond Grader, HRD Antwerp

Mr Vansteelant has been conducting the courses “Diamond Grading” and “Synthetic Diamonds & Treatments”, both in Antwerp and abroad since 1999. He enjoys a job in which he is intellectually stimulated and challenged in various areas. He loves the process of gathering and processing information as well as teaching and explaining it, and these traits made him a passionate trainer.

Prior to becoming a trainer, Mr Vansteelant is engaged in soil science and I.T. related work.

5. *Ms Aikaterini Deliousi*  
External Trainer (HRD Antwerp: Institute of Gemmology)

Qualifications:

Bachelor in Science (Geology)  
Graduate Gemologist (GIA)  
Certified Diamond Grader, HRD Antwerp

Ms. Deliousi graduated as a geologist in 2003 and has gone into studying gemology at the Gemological Institute of America in 2005. Since then, she has been involved in the sorting of Diamonds at various companies. She finally settled down at HRD Antwerp as a diamond sorter and eventually took up HRD Antwerp’s CDG course to be trained as a CDG trainer.