

**Name: Leow Poh Leng (ACIS, ACS, PRACTISING CHARTERED SECRETARY)**

Citizenship: Singapore PR

(Malaysian)

Handphone no.: 94568439

Email: paulineleowpohleng@yahoo.com.sg

**Corporate secretarial and administration works for private companies, public listed companies, offshore corporations and other businesses**

Ensure compliance with all applicable provisions of the Companies Act, Singapore Listing Manual, Code of Corporate Governance, Securities and Futures Act and all other rules and regulations.

Implement standard operating procedures for the corporate secretarial department.

Oversee the whole corporate secretarial procedures, corporate secretarial works for all public listed companies, private companies limited by shares and guarantee, BVI companies, limited liabilities partnerships and businesses.

Advise, prepare necessary documents, file with ACRA and other statutory bodies, and maintain statutory records on all matters related to initial incorporation, annual compliance, and ad-hoc change requests for client companies.

Preparation of Annual Report, Circular of Share Purchase Mandate and arranging for all the venue and logistics of annual general meeting of a public listed companies listed on the Mainboard and Catalist board of the Singapore Exchange and Trading Limited.

Attending Board of Directors' Meeting, Audit Committee Meeting, Remuneration Committee Meeting, Nominating Committee Meeting and Management Meeting and preparing the relevant minutes and agenda.

Preparation of Board agendas, Board papers, minute taking and Board and Committee administration.

Attend and record minutes at all Board and Committee meetings and prepare and distribute final minutes.

Assist with compliance and review of Governance requirements.

Assist General Counsel to ensure that the company conforms to its statutory and legal obligations under the relevant legislations.

Complete follow up and research on Board and Committee matters as required.

Maintain files of all corporate reports prescribed by the local government authorities.

Administer Employee Share Option Scheme and Performance Share Plans for Directors and Senior Executives for public listed companies.

Reviewing Companies' financial statements.

Drafting and releasing announcements via SGXNET and other exchanges.

Involved in the Personal Data Protection Act 2012 compliance requirements.

Liaise with and advise clients on company formation, statutory administration and related matters.

Coach and guide company secretarial team members.

Managed client relationships to ensure companies meeting all their business requirements.

Invoicing and collection of debts for the corporate secretarial department.

Involved in ad-hoc project as and when required.

**Experiences:-**

PKF-Cap Corporate Services Pte Ltd  
- Company Secretary Manager  
February 2016 till now

Computer Secretarial Service (contract basis)  
Corporate Secretary  
June 2015 till January 2016

Informatics Education Ltd  
– Senior Manager, Corporate Secretary  
Year 2013 to September 2014

**Achievements:**

Act as Named Company Secretary  
Assist the Management on the early stage of the implementation of the Personal Data Protection procedures for the Group.

*Reason of leaving: Company undergoing financial issue*

GuocoLeisure Limited  
– Manager, Corporate Secretarial  
Year 2012 to Year 2013

**Achievements:**

Incorporation and registration of a general insurance company in Singapore  
Ensuring compliance of PRC companies law for PRC companies

*Reason of leaving: Re-structuring of the Group's assets*

**Experiences (Continue):-**

RHT Corporate Advisory Pte Ltd  
Assistant Manager, Corporate Secretarial  
November 2010 to May 2012

**Achievements:**

Assisting a team manager obtaining her service excellence  
Assisting SGX on the preparation/reviewing of SGX compliance checklist on annual report

*Reason of leaving: To pursue another role in an in-house environment.*

Robert Wang & Woo LLC  
Corporate Secretarial Manager  
September 2008 to December 2009

**Achievements:**

Collected the bad debts for the company under corporate secretarial services. Assisted the department to facilitate:-

- Preparation of standard operating procedures for corporate secretarial department
- Training of new staff

*Reason of leaving: Family commitment.*

Colin Ng & Partners LLP  
Corporate Secretarial Executive  
August 2007 to August 2008

**Achievement:**

Assisted in the IPO process for a shipping client with operations in China

*Reason of leaving: Company undergone re-structuring due to mergers and acquisitions.*

Tricor Singapore Pte Ltd  
Integrated Business Pte Ltd  
Corporate Secretarial Assistant  
January 2001 – August 2007

**Software skills:**

Microsoft Words/Excel, Lotus, Viewpoint, CAS, PowerPoint and I-Guru

**Language skills:**

Fluent in spoken and written English Language, Chinese Language, Cantonese and Bahasa

**Professional and Academic Qualifications**

ACIS, ACS, SAICSA (Singapore Association of the Institute of Chartered Secretaries and Administrators), since January 2012  
Practising Chartered Secretary since 2012

**Short courses**

The Landmark Forum  
The Landmark Advanced Course