

THERESE NG CHEW HWEE

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To: United Overseas Bank Limited

Attn: Human Resources Department

Dear Sirs,

APPLICATION FOR THE POSITION OF VP, CORPORATE SECRETARIAL

I refer to my above application and am grateful for this opportunity to introduce myself.

I am a Chartered Company Secretary and an Associate of the Singapore Association of the Institute of the Chartered Secretaries and Administrators ("SAICSA") since 2009. Currently, I have more than 12 years of experience in the corporate secretarial line. Some of the essential skills that I have learnt and picked up over the years include how to lead a team, an eye for detail, team-work, time management, how to be organised and the ability to work individually were instilled in me and are transferrable skills that I can contribute to United Overseas Bank Limited if I were selected.

Duties that I am responsible for in my current job include but are not limited to the drafting and vetting of resolutions and correspondence, managing the corporate secretarial team, setting and maintaining the governance framework for clients (when requested), develop and maintain best practices, liaising with external professionals, filing of documents electronically with the Accounting and Corporate Regulatory Authority, maintaining and updating of statutory records and ensuring that assistants' work under my care are of an acceptable standard and motivating them *etc.* In my last role as the company secretary of Koh Brothers Eco Engineering Limited (a listed company in Singapore) from April 2013 to August 2016, my duties also include providing corporate advisory support to the Board of Directors, assisting in the production of annual reports and organising board and board committee meetings.

Having had years of practical experience in the corporate secretarial field, I have grown from strength from strength and I have a mature attitude. My mature attitude will allow me to find solutions when there are challenges faced in a fast-paced corporate environment. As a result, I strive to do my best in whatever I am doing and try to do more of what is expected of me, whenever possible. This would mean that I am always on the ball and able to respond to changes optimally.

I hold a Master of Science degree in Finance, Accounting and Management from the University of Bradford, United Kingdom where I have lived for 2 years from 2009 to 2011. Having a Masters Degree majoring in Finance, this has helped me to appreciate the finance aspects of my duties as a Company Secretary much better which is vital for the banking industry.

Thank you for taking the time to look at my resume and I can be contacted at ng.therese@gmail.com or at my mobile: +65 9635 4231.

Last but not least, I look forward to your favourable reply.

Yours faithfully,

Therese NG

Personal Particulars:

Singapore Address: Blk 471B Fernvale Street, #17-105, Singapore 792471

Nationality: Singapore Citizen

Educational History:**Masters Degree qualification -**

University of Bradford, School of Management (Bradford, UK) 2009 - 2010

MSc in Finance, Accounting and Management

Modules include: Strategic Financial Management, Strategic Accounting, Accounting and Finance, Business Economics, International Finance, Financial Statement Analysis and Evaluation and Strategic Management

Professional Qualification -

Institute of Chartered Secretaries and Administrators, UK Obtained in 2009

Chartered Company Secretary (ACIS)

Modules Include: Corporate Governance (Distinction), Corporate Law (Merit), Corporate Financial Management and Financial Accounting and Corporate Secretaryship.

Polytechnic -

Temasek Polytechnic, Singapore 1999 – 2002

Diploma in Legal Studies

Modules Include: Business Finance, Macroeconomics, Microeconomics, Business Accounting, Company Law, Company & Partnership Accounting, Contract Law, Law of Tort and Company Secretarial Practice.

Work Experience:

Fiduciary Asia group of companies (A Professional Services Group)

Manager, Corporate Secretarial

1 November 2016 - Current

- Managed my corporate secretarial team to deliver quality services to clients
- Co-ordinated with banks for banking services for clients
- Maintained statutory records
- Familiarised with the recent changes in the Companies Act, Chapter 50 of Singapore.
- Suggested and implemented better compliance and standard operating procedures.
- Responsible for reviewing the work done by team members
- Exposure and connected with colleagues from other departments

Koh Brothers Eco Engineering Limited / Koh Brothers Group Limited (Listed Companies in Singapore)

Company Secretary / Manager, Corporate Secretariat

(Dual positions held in Koh Brothers group of companies)

September 2012 – 24 August 2016

- Managed my corporate secretarial department well to achieve targeted KPIs
- Co-ordinated with banks for banking services / banking compliance requirements / KYC / AML regulations
- Co-ordinated with professionals such as investment bankers, auditors and lawyers
- Developed and maintained governance and “limits of authority” framework
- Familiarised with the SGX requirements and Companies Act, Chapter 50 of Singapore
- Organised board and board committee meetings and in charge of taking the minutes of meetings
- Gave corporate and compliance advice to the board of directors
- Maintained statutory records
- Familiarised with the Corporate Regulatory framework for companies in Singapore.
- Suggested and implemented better compliance and standard operating procedures.
- Drafted annual reports and circulars
- Drafted legal documentation, *inter alia*, contracts and correspondence
- Responsible for reviewing the work done by the junior corporate secretarial assistant
- Exposure and connected with colleagues of all levels, from the CEO to the receptionist

Trusted Board Limited (Temasek Linked company)

July 2011 – August 2012

Assistant Manager, Corporate

(Left for an opportunity to be the company secretary of a public listed company)

- Improved corporate compliance standards of clients.
- Familiarised with the SGX requirements and the Companies Act, Chapter 50 of Singapore

- Helped to maintain statutory records of clients
- Familiarised with the Corporate Regulatory framework for private companies in Singapore.
- Suggested and implemented better compliance and standard operating procedures.
- Co-ordinated with banks for banking services for clients.

Boardroom Limited (Singapore Mainboard Listed Company)

March 2008 to August 2009

Position: Senior, Corporate Secretarial Services (Seconded to subsidiary)

Reported to the Team Company Secretary/ Responsible for Team Assistant

(Left for further studies in UK)

- Setting up compliance procedures for companies
- Studied financial and accounting requirements for listed companies and observed their operations.
- Familiarised with the Companies Act, Chapter 50 of Singapore
- Familiarised with the listing and continuing regulatory requirements of public companies.
- Facilitated corporate announcements to the Singapore Stock Exchange for listed clients.
- Maintained a portfolio of listed and private companies' statutory and compliance records.
- Reviewed corporate governance practices and statements for companies.
- Co-ordinated with banks for banking services for clients.

mDR Limited (Singapore Main Board Listed Company)

September 2006 to March 2008

Position: Legal/ Corporate Secretarial Executive

Reported to the Group Legal Counsel/ Responsible for Administrative Assistant

(Left for a customer-oriented environment where I could meet people from all walks of life)

- Familiarised with the Companies Act, Chapter 50 of Singapore
- Reviewed legal contracts and business transactions on a daily basis
- Revamped the corporate governance statement in the company's annual report for compliance requirements.
- Aided in the preparation of the company's Annual Report and furnished corporate details when needed.
- Recommended feasible solutions to compliance and corporate issues faced.
- Facilitated communication between the legal department and other departments in the company.
- Installed a new filing system for all legal and corporate documents in the company.
- Appraised Administrative Assistant's work performance.

Grand Advance Technologies Pte Ltd

2005 – current

Position: Company Secretary (Pro-Bono)

***Note: This is my family business**

- Improved corporate compliance standards of the companies.
- Helped to maintain statutory records of the companies.
- Familiarised with the Corporate Governance and Regulatory frameworks for companies in Singapore.
- Reviewed legal contracts and business transactions.
- Suggested and implemented better compliance procedures.

WTML Management Services Pte Ltd (Subsidiary of Singapore Law Firm)

July 2004 to February 2006

Position: Corporate Secretarial Assistant

Reported to the Senior Partner

(Left to join an in-house opportunity)

- Attended to clients' queries and provided feasible solutions to the same.
- Gained knowledge about the financial and legal industries.
- Interacted with different kinds of people from all walks of life from Chief Executive Officers to Clerks.
- Submitted corporate filings of clients' companies to the regulatory authorities successfully.
- Drafted legal and corporate documents for lawyers' review.

Work Experience

WLaw LLC (Singapore Law Firm)

June 2003 to April 2004

Position: Paralegal

Reported to the Department Head

(Left for a corporate role)

- Trained to be effective and efficient (For e.g. to be meticulous about my work within a given deadline)
- Gained knowledge about banks' credit control practices for individuals.
- Expanded knowledge about the property market and the conveyancing process.