Private & Confidential

Curriculum Vitae

Personal Data

Name : Ms Chew Poh Sian Katharine

Citizenship : Singapore Citizen

Country of Birth : Singapore

Residential Address : Blk 34 #06-154 Upper Cross Street, Singapore 050034

Mobile Phone No. : 9172 8705

Education

Qualification : GCE "O" Levels

Courses

SAICSA Courses : Executive Diploma in Corporate Administration ("EDCA")

Institute of Chartered Secretaries and Administrators ("ICSA")

Computer : Microsoft Office, Microsoft Word, Microsoft Excel, Microsoft PowerPoint

Others : (1) Corporate Secretarial Practices

(2) Success: For Secretaries and Admin Professional

(3) Staying Organised - A course for Secretaries and Administrative

Assistants

(4) Writing Dynamics

(5) Write Correspondence

(6) Bank On-line Training Courses and new systems software

Working Experience

(A) Current Career

Corporate Secretarial Analyst
Office of the Secretary, Asia
JP Morgan Chase Bank (Singapore Branch) - (July 2011 to current year)

Job Scope:

- 1. Provide secretarial and administrative support, assistance to the Company Secretary for Singapore and Malaysia companies on secretarial matters including Board and Committee meetings;
- 2. Attend OTS Team and Regional meetings;
- 3. Co-ordinate, schedule and organize meetings;
- 4. Keep Authorized Signature Lists of Singapore and Malaysia entities up to-date, review and attend to change of authorized signatories request in a timely manner;
- 5. Attend to general queries and requests for authorized signature list, signing authority, secretary certificates, power of attorney, business profile and corporate information, etc.;
- 6. Review request forms/documents and ensure all approvals have obtained for issuance of authorized signatory list, secretary certificate and power of attorney, affixation of common seal and update records;
- 7. Liaise with Notary Public and Corporate Agent for notarization and legalization of documents:
- 8. Prepare statutory forms for change of directors, arrange for signature, bizfile with ACRA within deadline and ensure registers are updated;
- Provide support, organize and arrange for directors' training/briefing including preparation of training schedule, directors' attendance, training materials, reservation of boardroom and liaise with Multimedia for setup of the equipments for presentation;
- 10. Filing, scanning and maintain all corporate documents, including statutory records and information and placed properly in shared drive;
- 11. Engage with team members, share or exchange information/updates or problem solving where necessary;
- 12. Have on-going discussion with the Company Secretary and collect feedback for improvement and development;
- 13. Attend to on-going secretarial matters and ad-hoc duties assigned;

Working Experience (Cont'd)

- 14. Provide secretarial and administrative support on Board and Committee Meetings for Singapore and Malaysia companies as follows:
 - (1) Co-ordinate, schedule and organize Board and Committee meetings and send out meeting invites to Directors and Presenters;
 - (2) Reservation of meeting room for Board meetings and liaise with Multimedia for setup of teleconferencing for the meetings;
 - (3) Prepare board materials including board papers, agenda, attendance list, board dividers for Board and Committee Meetings;
 - (4) Collate and review all the board papers against the board agenda to ensure papers received are in all order, compile into board packs and circulate to Directors and Committee Members;
 - (5) Liaise with corporate agent on preparation of board resolution and arrange for Directors' signatures;
 - (6) Prepare extract of Board Resolution and Board Minutes;
 - (7) Prepare Annual General Meeting, Extraordinary General Meeting including notice of meeting, consent to short notice, minutes, proxy form and certificate for appointment of corporate representative, etc;
 - (8) Liaise with corporate agent for preparation of statutory documents, Annual Return and XBRL and bizfile with ACRA within deadline;
 - (9) Review, update changes to the authorized signature list and tabled at board meeting for Board's approval;
 - (10) Provide Board's attendance list to Human Resource for payment of directors' fee to Independent Directors;
 - (11) Review and check invoice received from corporate agent and forward to Finance to process payment;
 - (12) Co-ordinate and attend to request for corporate documents for audit purpose; and
 - (13) Attend to any other secretarial duties assigned.

Working Experience (Cont'd)

(B) Career History

(I) Assistant Executive
Legal, Secretariat and Compliance
IFS Capital Limited – (July 2008 to July 2011)

Job Scope:

- 1. Reporting to Company Secretary and provide secretarial and administrative support including:
 - (1) Co-ordinate, collate and review all board papers, compile into board packs, make copies and circulate to Board of Directors and Committee Members;
 - (2) Prepare board materials including board agenda, attendance list, board cover and dividers:
 - (3) Drafting and preparation of Board and Shareholders' Resolutions and extract of Board Resolution:
 - (4) Release of SGX announcements and fax the statutory accounts to SGX;
 - (5) Update and maintain statutory and corporate records;
 - (6) Prepare XBRL and bizfile all information with ACRA such as Annual Returns, Minutes of Annual General Meeting and Extraordinary General Meeting, change of registered address, increase in share capital, allotment of shares, etc within deadline:
 - (7) Prepare Annual General Meeting, Extraordinary General Meeting including notice of meeting, consent to short notice, minutes, proxy form and certificate for appointment of corporate representative, etc;
 - (8) Prepare Annual Report including Corporate Governance report, Corporate Structure, Shareholdings Statistics, Notice of Annual General Meeting, checked and finalized for printing;
 - (9) Update the authorized signature list for any update/change of authorized signatories and update the banks;
 - (10) Issue share certificates, affix common seal and update registers;
 - (11) Safekeep and maintain proper filing of all corporate documents and update records;
 - (12) Provide corporate and administrative support and attend to ad-hoc duties as assigned.

Reason for leaving: No opportunity for growth

Working Experience (Cont'd)

(B) <u>Career History</u>

(II) Assistant Officer
Secretariat
Temasek Holdings (Private) Limited – (prior year)

Job Scope:

- 1. Reported to the Company Secretary, provide secretariat and administrative support and performed secretarial duties:
 - (1) Preparation of Board Resolution for Directors and Shareholders, Annual General Meeting, Extraordinary General Meeting including notice of meeting, consent to short notice, minutes, proxy form and certificate for appointment of corporate representative, etc;
 - (2) Preparation of board materials including notice of meeting, attendance list, board cover and dividers;
 - (3) Co-ordinate, collate and compile all board papers and organize into board pack and circulate to the Board of Directors;
 - (4) Maintain and keep all statutory registers, minutes books, share certificates and secretarial files up to-date;
 - (5) Attend to bizfile transactions including preparation of statutory forms, Annual Return, Minutes and filing with ACRA within deadline;
 - (6) Preparation of share certificates, affix common seal, safekeep and update records:
 - (7) Liaise with corporate secretariat firms on secretariat matters including incorporation of company and liquidation of company;
 - (8) Attend to auditors' request for corporate documents for audit purposes;
 - (9) Performed secretarial and administrative duties as assigned.

Reason for leaving: Corporate secretariat outsourced

ICSA

THE INSTITUTE OF CHARTERED SECRETARIES & ADMINISTRATORS

16 Park Crescent, London, W1N 4AH, UK.

This Certificate confirms that

CHEW POH SIAN, KATHARINE

was admitted to Graduateship of The Institute of Chartered Secretaries and Administrators

> Lawence Kwan FCIS Chairman, SAICSA

Reg No

6009539

Date Issued:

09 January 2012

N2012



Name: Ms Chew Poh Sian, Katharine

NRIC No: S 1743638D

Student Registration No: 6519184 Date of Completion: November 2011

Educational Qualification On Admission to Pursue ICSA Examination: Executive Diploma in Corporate

Administration

(The Singapore Association of The Institute of Chartered Secretaries & Administrators)

TRANSCRIPT

This is to certify that the above mentioned candidate has successfully completed The Institute of Chartered Secretaries and Administrators (ICSA) examination and the results are as follows:

MODULE	STATUS	EXAMINATION DATE
Professional Programme (Part I)		
Corporate Law	Merit	November 2008
Financial Accounting	Pass	November 2008
Singapore Taxation	Pass	November 2010
Strategic & Operations Management	Exempted	August 2008
Professional Programme (Part II)		
Corporate Administration	Pass	May 2011
Corporate Financial Management	Pass	November 2011
Corporate Governance	Pass	May 2011
Corporate Secretaryship	Pass	November 2011

Grace Tan FCIS Chief Executive Result Definitions

Distinction : 75-100% Merit : 65-74% Pass : 50-64%

Credit

: Concessionary Credit



Certificate Of Achievement

This is to certify that Ms Chew Poh Sian, Katharine (Student Reg No. 6519184) has excelled in the following module in respect of the ICSA November 2008 Examination:

Corporate Law

Merit

CHUNG FATT YAT FCIS

Chairman SAICSA LEE FOOK HONG FCIS

Chairman

SAICSA Education Committee



This Certificate confirms that

CHEW POH SIAN, KATHARINE

has successfully completed the examinations of the Executive Diploma in Corporate Administration on December 2007

Les Food for

Prof Lee Fook Hong FCIS SAICSA Education Chairman Grace Tan FCIS
Executive Director



12 February 2008

Ms Chew Poh Sian, Katharine Blk 34 Upper Cross Street #06-154 Singapore 050034

Dear Ms Chew

EXAMINATION TRANSCRIPT

NRIC NO: S1743638D

We confirm that you have successfully completed the Executive Diploma in Corporate Administration examination in December 2007 and the records are as follow:

MODULES	STATUS	EXAMINATION DATE
Executive Diploma in Corporate Administration		
Business Accounting	Pass	March 2006
Business Economics	Pass	December 1999
Business Information System Administration	Pass	December 2005
Business Law	Pass	December 2006
Business Organisation Management	Pass	December 2007
Business Planning	Pass	March 2006
Human Resource Management	Pass	June 2000
Managing Information Systems	Pass	June 2001
Quantitative Techniques	Pass	June 1999

Yours sincerely

Grace Tan FCIS Executive Director

Note:

With effective from December 2003, students with modules remaining in the ICSA Foundation Programme are eligible to transfer to the Executive Diploma in Corporate Administration awarded by SAICSA. Equivalent credits will be granted for modules passed in the ICSA Foundation Programme examinations.