**«data\_company\_name»**

(Company Registration No.: «data\_uen»)

(Incorporated in the Republic of Singapore)

DIRECTORS’ RESOLUTIONS IN WRITING PURSUANT TO THE COMPANY’S ARTICLES OF ASSOCIATION

**DIRECTORS’ STATEMENT AND UNAUDITED / AUDITED FINANCIAL STATEMENTS FOR THE FINANCIAL YEAR ENDED «date\_financial\_year\_end\_upper»**

RESOLVED that the Directors’ Statement and Unaudited/Audited Financial Statements of the Company for the financial year ended «date\_financial\_year\_end» be approved and that the Directors of the Company be authorised to sign, for and on behalf of the Board, the Directors’ Statement.

**ANNUAL GENERAL MEETING**

RESOLVED that the Annual General Meeting of the Company be held at «registered\_address» on **#Data#** at 10.00 a.m. for the purposes as set out in the Notice and that a Director be authorised to send notice of the said Meeting.

Dated this **«data\_date\_print»**

**D I R E C T O R (S)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

«data\_director1\_name» «data\_director2\_name»

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

«data\_director3\_name» «data\_director4\_name»

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

«data\_director5\_name» «data\_director6\_name»

**«data\_company\_name»**

(Company Registration No.: «data\_uen»)

(Incorporated in the Republic of Singapore)

**NOTICE OF ANNUAL GENERAL MEETING**

Notice is hereby given that an Annual General Meeting of the Company will be held at «registered\_address» on **#Date#** at 10.00 a.m. to transact the following ordinary businesses:

1. To receive and adopt the Directors’ Statement and the Audited Financial Statements of the Company for the financial year ended «date\_financial\_year\_end».
2. To re-appoint Messrs «data\_auditor\_name» as the auditors. (will appear only when account audited)
3. To transact any other ordinary business that may be properly transacted at an Annual General Meeting.

On behalf of the Board

«data\_director1\_name»

Director

Date: 15 June 2021

Notes:-

(i) A member entitled to attend and vote at this meeting is entitled to appoint a proxy or proxies to attend and vote instead of him. A proxy may but need not be a member of the Company.

(ii) Any instrument appointing a proxy should be deposited at the registered office of the Company, 8 Wan Lee Road Singapore 627940 not less than forty-eight hours before the time for holding the meeting.

«data\_company\_name»

(Company Registration No.: «data\_uen»)

(Incorporated in the Republic of Singapore)

**MINUTES OF ANNUAL GENERAL MEETING**

|  |  |  |
| --- | --- | --- |
| PLACE | : | «registered\_address» |
|  |  |  |
| DATE | : | **#Date#** |
|  |  |  |
| TIME | : | 10.00 a.m. |
|  |  |  |
| PRESENT | : | Please see Attendance List attached hereto. |
|  |  |  |
| NOTICE OF MEETING | : | The Notice convening this Meeting was taken as read. |
|  |  |  |
| CHAIRMAN | : | «data\_director1\_name» was elected to chair the Meeting. |

**ORDINARY BUSINESS**

**DIRECTORS’ STATEMENT AND UNAUDITED /AUDITED FINANCIAL STATEMENTS**

RESOLVED that the Directors’ Statement and Unaudited/Audited Financial Statements of the Company for the financial year ended «date\_financial\_year\_end» be and are hereby received and adopted.

**RE-APPOINTMENT OF AUDITORS**

RESOLVED that Messrs «data\_auditor\_name», be re-appointed as Auditors of the Company to hold office until the conclusion of the next Annual General Meeting at a remuneration to be agreed upon between the Directors and Auditors. (will appear only when account audited)

**CONCLUSION**

There being no further business to transact, the Chairman terminated the Meeting.

Certified as a True Record of Minutes

*............................................................*

«data\_director1\_name»

Chairman

**HUP HUAT NOODLES PTE LTD**

(Company Registration No.: 198104960N)

(Incorporated in the Republic of Singapore)

**ATTENDANCE LIST**

|  |  |  |
| --- | --- | --- |
| MEETING | : | Annual General Meeting |
|  |  |  |
| PLACE | : | «registered\_address» |
|  |  |  |
| DATE | : | **#Date#** |
|  |  |  |
| TIME | : | 10.00 a.m. |
|  |  |  |

|  |  |
| --- | --- |
| **SHAREHOLDERS** |  |
| «data\_shareholder1\_name» |  |
| «data\_shareholder2\_name» |  |
| «data\_shareholder3\_name» |  |
| «data\_shareholder4\_name» |  |
| «data\_shareholder5\_name» |  |
| «data\_shareholder6\_name» |  |

**PART IV**

**COMPANIES ACT**

**(CHAPTER 50)**

**COMPANIES (FILING OF DOCUMENTS)**

# REGULATIONS

#### CERTIFICATE BY A COMPANY LIMITED BY SHARES

**UNDER SECTION 197(1)**

|  |  |
| --- | --- |
| Name of Company: | **«data\_company\_name»** |
| Registration No: | **«data\_uen»** |

I, the undermentioned officer of the abovementioned company, hereby certify that –

*(a)* I have verified that the summary of return by a company having a share capital of the company in the records of the Accounting & Corporate Regulatory Authority is accurate and up to date as at **#Date#** *(date must not be earlier than 14 days prior to the lodgement of main return)*;

*(b)* I have made an inspection of the share register and confirm that transfers \*~~have~~/have not taken place since the date of the \*last main return/~~incorporation of the company;~~

*(c)* the company is a private company and the number of its members is not more than 20 (counting joint holders of shares as one person and not counting any persons in the employment of the company or of its subsidiary or any person who while previously in the employment of the company or of its subsidiary was and thereafter has continued to be a member of the company).

*(d)* The financial information in XBRL format (if filed) is accurate.

*«data\_company\_name»*

*Companies (Filing of Documents)*

*Page 2*

**DECLARATION:**

**Register of Controllers**

The company is not exempt from the requirement to keep a register of controllers.

The Register of Controllers is kept at the registered office of the appointed filing agent by the Company for the purpose of keeping the register of controllers.

**Register of Nominee Directors (If Applicable)**

The company is not exempt from the requirement to keep a register of nominee directors.

The Register of Nominee Directors is kept at the registered office of the appointed filing agent by the Company for the purpose of keeping the register of nominee directors.

|  |  |  |
| --- | --- | --- |
| Name and Signature of officer |  | |
| «data\_director1\_name» | | |
| Designation in the abovenamed company: | \* Director / ~~Secretary~~ | |
| \*NRIC/~~Passport/FIN~~ No: | «data\_director1\_nric» | |
| Date: | **#Date#** |  |
| \* Delete whichever is inapplicable |  | |