**«data\_company\_name»**

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

(Incorporated in «data\_country»)

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

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

**CONVENE OF EXTRA-ORDINARY GENERAL MEETING**

RESOLVED that an Extra-Ordinary General Meeting of the Company be held at «registered\_address» on «data\_date\_of\_meeting» at «data\_time» for the purposes as set out in the Notice and that a Director be authorised to send notice of the said Meeting.

**ORDINARY RESOLUTION**

**AUTHORITY TO ALLOT AND ISSUE SHARES**

That pursuant to Section 161 of the Companies Act, Cap 50 and subject to the Articles of Association of the Company, the Directors be authorized to allot and issue such shares in the Company at any time and to any persons on such terms and conditions and with such rights or restrictions as they may in their absolute discretion deem fit and that this authority shall continue in force until the conclusion of the next annual general meeting or at the expiry of the period within which the next annual general meeting is required by law to be held, whichever is earlier.

Dated this **#Date#**

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

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

«data\_director\_name» «data\_director2\_name»

**«data\_company\_name»**

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

(Incorporated in «data\_country»)

**NOTICE OF EXTRA-ORDINARY GENERAL MEETING**

Notice is hereby given that an Extra-Ordinary General Meeting of the Company will be held at «registered\_address» on «data\_date\_of\_meeting» at «data\_time» to transact the following special businesses:

1. To allot and issue ordinary shares.
2. To transact any other special/ordinary businesses that may be properly transacted at an Extra-Ordinary General Meeting.

On behalf of the Board

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

«data\_director\_name»

Director

Date: **#Notice Date#**

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, «registered\_address» not less than forty-eight hours before the time for holding the meeting.

**«data\_company\_name»**

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

(Incorporated in «data\_country»)

**MINUTES OF EXTRA-ORDINARY GENERAL MEETING**

|  |  |  |
| --- | --- | --- |
| PLACE | : | «registered\_address» |
|  |  |  |
| DATE | : | «data\_date\_of\_meeting» |
|  |  |  |
| TIME | : | «data\_time» |
|  |  |  |
| PRESENT | : | Please see Attendance List attached hereto. |
|  |  |  |
| NOTICE OF MEETING | : | The Notice convening this Meeting was taken as read. |
|  |  |  |
| CHAIRMAN | : | «data\_director\_name» was elected to chair the Meeting. |

**ORDINARY RESOLUTION**

**AUTHORITY TO ALLOT AND ISSUE SHARES**

That pursuant to Section 161 of the Companies Act, Cap 50 and subject to the Articles of Association of the Company, the Directors be authorized to allot and issue such shares in the Company at any time and to any persons on such terms and conditions and with such rights or restrictions as they may in their absolute discretion deem fit and that this authority shall continue in force until the conclusion of the next annual general meeting or at the expiry of the period within which the next annual general meeting is required by law to be held, whichever is earlier.

.

**CONCLUSION**

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

Certified as a True Record of Minutes

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

**«data\_director\_name»**

Chairman

**«data\_company\_name»**

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

(Incorporated in «data\_country»)

**ATTENDANCE LIST**

|  |  |  |
| --- | --- | --- |
| MEETING | : | Extra-Ordinary General Meeting |
|  |  |  |
| PLACE | : | «registered\_address» |
|  |  |  |
| DATE | : | «data\_date\_of\_meeting» |
|  |  |  |
| TIME | : | «data\_time» |
|  |  |  |
| **SHAREHOLDERS** | | |

|  |  |
| --- | --- |
|  |  |
| «data\_shareholder1\_name» |  |

|  |  |
| --- | --- |
| «data\_shareholder2\_name» |  |

**«data\_company\_name»**

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

(Incorporated in «data\_country»)

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

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

**ALLOTMENT OF SHARES**

Noted that the Company has received a Share Application Forms duly signed by the following allottees, copies are attached for the purpose of identification.

RESOLVED:

That pursuant to the authority conferred by the Extra-Ordinary General Meeting held pursuant to Section \_\_\_\_\_ of the Companies Act, Cap. 50 and Articles of the Company’s Articles of Association on \_\_\_\_\_\_\_\_\_\_\_\_\_\_, the issued capital be increased from #Current Issued Capital# to #Final Issued Capital# by issuing an additional #Total Shares Allotted# new ordinary shares to be paid in cash to the following allottees:

|  |  |  |
| --- | --- | --- |
| **Name of Allottees** | **No. of shares allotted** | **Share certificate no.** |
|  |  |  |
| #Allotee1# | #No Shares Allotted# | #Cert No# |
| #Allotee2# | #No Shares Allotted# | #Cert No# |

That authority be given for the Common Seal of the Company to be affixed to the share certificates number #New Share No# and #New Share No# be issued to the allottees in accordance with the provisions of the Articles of Association.

Dated this #Date#

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

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

«data\_director\_name» «data\_director2\_name»

APPLICATION FOR SHARES

|  |  |
| --- | --- |
| To: | The Board of Director  **#COMPANY NAME#**  #Address# |

Dear Sir,

**#COMPANY NAME# (the “Company”)**

**- APPLICATION FOR SHARES**

I, #Allottee1#, hereby apply for and request you to allot to me, #No Share Allotted# ordinary shares in the abovenamed Company, for which the sum of #Amount of Capital Paid# will be paid in cash.

I hereby request you to place my name in the Register of Members of the Company in respect of the share allotted to me and I agree to hold the share subject to the provisions of the Articles of Association of the Company.

Yours faithfully,

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

#Allottee1#

|  |  |  |
| --- | --- | --- |
| **PARTICULARS OF APPLICANT:** |  |  |
|  |  |  |
| NAME (IN FULL) | : | #Allottee1# |
|  |  |  |
| ADDRESS (IN FULL) | : | #Allottee Address# |
|  |  |  |
| NATIONALITY | : | #Nationality# |
|  |  |  |
| IDENTIFICATION NO | : | #NRIC No/Passport No# |

Dated: #Date#

APPLICATION FOR SHARES

|  |  |
| --- | --- |
| To: | The Board of Director  **#COMPANY NAME#**  #Address# |

Dear Sir,

**#COMPANY NAME# (the “Company”)**

**- APPLICATION FOR SHARES**

I, #Allottee2#, hereby apply for and request you to allot to me, #No Share Allotted# ordinary shares in the abovenamed Company, for which the sum of #Amount of Capital Paid# will be paid in cash.

I hereby request you to place my name in the Register of Members of the Company in respect of the share allotted to me and I agree to hold the share subject to the provisions of the Articles of Association of the Company.

Yours faithfully,

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

#Allottee2#

|  |  |  |
| --- | --- | --- |
| **PARTICULARS OF APPLICANT:** |  |  |
|  |  |  |
| NAME (IN FULL) | : | #Allottee2# |
|  |  |  |
| ADDRESS (IN FULL) | : | #Allottee Address# |
|  |  |  |
| NATIONALITY | : | #Nationality# |
|  |  |  |
| IDENTIFICATION NO | : | #NRIC No/Passport No# |

Dated: #Date#