**«CompanyName»**

Company Registration No.: **«UEN»**

(Incorporated in the Republic of Singapore)

**DIRECTORS’ RESOLUTION(S) IN WRITING**

**PURSUANT TO THE COMPANY’S CONSTITUTION**

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

We / ~~I~~, the undersigned, being all the Directors of the Company, at «Address», at this date, do pursuant to the Company’s Constitution,

~~It noted that:~~

1. ~~Pursuant to Section 201A, the Company is exempt from audit requirement as it is dormant from the date of incorporation.~~
2. ~~Pursuant to Section 201A, the Company is exempt from duty to prepare the financial statements for the financial period 31 October 2016.~~

# **DIRECTORS’ REPORT AND UNAUDITED FINANCIAL STATEMENTS**

**RESOLVED:-**

**THAT** the Unaudited Financial Statements together with the Reports ~~of Auditors and~~ of the Directors thereon for the financial year ended «Year\_End» be and are hereby adopted for recommendation to the forthcoming Annual General Meeting for approval.

**THAT «Director1Name»** ~~and «Director2Name»~~ be authorised to sign the said statements and Directors' Report for and on behalf of the Board.

# **RETIREMENT OF DIRECTORS**

# **RESOLVED THAT** all the directors retire en-bloc and being eligible, be and they are all re-elected as directors of the Company.

# **DIRECTORS’ REMUNERATION**

# **RESOLVED THAT** there is no director remuneration for the Company’s Director for the Financial year ended «Year\_End».

# ~~RESOLVED that the sum of US$«Directorsremuneration» being Directors' Remuneration as provided for in the accounts for the financial year ended «Year\_End»~~ ~~be and is hereby approved.~~

# **ANNUAL GENERAL MEETING**

**RESOLVED:-**

**THAT** the Notice of the Annual General Meeting be sent.

**THAT** the forthcoming Annual General Meeting of the Company be convened as soon as practicable and that the Secretary be and is hereby authorized to issue notice to all the shareholders entitled to receive notice of such meeting in respect thereof.

**FURTHER RESOLVED: -**

**THAT** the Secretary be and is hereby authorised to issue and file to the Accounting and Corporate Regulatory Authority on the Annual Returns for the year ended «Year\_End» in respect thereof.

Date this «AGM\_Date»

**DIRECTOR(S) SIGNATURE**

**«Director1Name»** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**«Director2Name»** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**«Director3Name»** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**«CompanyName»**

Company Registration No.: **«UEN»**

(Incorporated in the Republic of Singapore)

**NOTICE OF ANNUAL GENERAL MEETING**

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

NOTICE IS HEREBY GIVEN that Annual General Meeting of the Shareholders of the Company will be held at «Address» on «AGM\_Date» at 10:00 A.M.

**AGENDA**

To transact the following business: -

1. To Receive and approve the Directors’ Report and Financial Statements.
2. To re-elect Directors in place of those retiring.
3. To approve the payment of Director’s Remuneration.
4. To transact any other business.

By Order of the Board

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

**«Director1Name»**

Director

Singapore, «AGM\_Date»

To: Shareholders

*Notes:*

1. *A member who is not a relevant intermediary is entitled to appoint one or two proxies to attend and vote at the AGM.*
2. *A member who is a relevant intermediary, is entitled to appoint more than two proxies to attend and vote at the AGM, but each proxy must be appointed to exercise the rights attached to a different share or shares held by such member.*

*“Relevant intermediary” has the meaning ascribed to it in Section 181 of the Companies Act, Cap. 50.*

*A proxy need not be a member of the Company.*

*The instrument appointing a proxy or proxies must be deposited at the Registered Office of the Company at «Address» not less than forty-eight (48) hours before the time appointed for holding the AGM.*

***Personal Date Privacy:***

*By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, speak and vote at the AGM and/or any adjournment thereof, a member of the Company (i) consents to the collection, use and disclosure of the member’s personal data by the Company (or its agents) for the purpose of the processing and administration by the Company ( or its agents) of proxies and representatives appointed for the AGM (including any adjournment thereof ) and the preparation and compilation of the attendance lists, minutes and other documents relating to the AGM (including any adjournment thereof), and in order for the Company (or its agents) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the “****Purposes****”), (ii) warrants that where the member discloses the personal data of the member’s proxy(ies) and/or representative(s) to the Company ( or its agents), the member has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection , use and disclosure by the Company ( or its agents) of the personal data of such proxy(ies) and/or representative(s) for the Purposes, and (iii) agrees that member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the member’s breach of warranty.*

**«CompanyName»**

Company Registration No.: **«UEN»**

(Incorporated in the Republic of Singapore)

**MINUTES OF ANNUAL GENERAL MEETING**

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Date on «AGM\_Date» at 10:00 A.M.

Place: «Address»

PRESENT:

**MEMBERS & DIRECTORS SIGNATURE**

**«ShareHolder1»**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**«ShareHolder2»**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**«ShareHolder3»**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**«ShareHolder4»**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**«Director1Name»**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

# **CONSENT TO SHORTER NOTICE**

Noted that the period for the calling of the meeting be abridged and that all the shareholders of the Company have given written consent to the holding of the meeting notwithstanding that the notice thereof was less than the period prescribed in the Company’s Constitution.

# **CHAIRMAN:** RESOLVED that **«Director1Name»** was elected Chairman of the meeting.

# **NOTICE:** Notice calling the Meeting was taken as read.

# **MINUTES:**

# ~~Minutes of the previous Annual General Meeting held on 31~~~~st~~ ~~March 2019 was read and was confirmed by the Chairman as a correct record thereat.~~

# **DIRECTORS’ REPORT AND FINANCIAL STATEMENTS:**

# **RESOLVED** that the Unaudited Financial Statements for the financial year ended «Year\_End» together with the Directors’ Report thereon be adopted and approved.

# RESOLVED that «Director1Name» and «Director2Name» be authorised to issue and sign the Financial Statements for the financial year ended «Year\_End» for and on behalf of the Board.

# **DIRECTORS’ REMUNERATION:**

# RESOLVED that there is no director remuneration for the Company’s Director for the Financial year ended «Year\_End».

# ~~RESOLVED that the sum of US$«Directorsremuneration» being Directors' Remuneration as provided for in the accounts for the financial year ended «Year\_End»~~ ~~be and is hereby approved.~~

# **DIRECTORS:**

# Resolved that all the directors retire en-bloc and being eligible, be and they are all re-elected as directors of the Company.

**TERMINATION:**

# There being no other business, the Meeting terminated at 11.00 a.m. with a vote of thanks to the Chair.

Confirmed as a correct record on «AGM\_Date» 30th day of April 2020

CHAIRMAN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**«Director1Name»**