**${Company current name}**

(the “**Company**”)

(Company Registration No. ${UEN})

(Incorporated in the Republic of Singapore)

RESOLUTION IN WRITING PURSUANT TO REGULATION OF THE COMPANY’S CONSTITUTION

${EXEMPTSMALLCOMPANYCONTENTBLOCK}

**${un/audited(big\_cap)} FINANCIAL STATEMENTS AND DIRECTOR${sing/plur for director(big\_cap)} STATEMENT FOR THE FINANCIAL YEAR ENDED ${Year end new(big\_cap)}**

RESOLVED that the ${un/audited} Financial Statements for the financial year ended${Year end new} (the “${un/audited} Financial Statements”) together with the Director${sing/plur for director(small\_cap)} Statement be approved, and that the ${number of director} Director${s(small\_cap)} be and are hereby authorised to sign the Director${sing/plur for director(small\_cap)} Statement.

**DIRECTOR${sing/plur for director(big\_cap)} STATEMENT**

RESOLVED that the Director${sing/plur for director(small\_cap)} Statement, in respect of the ${un/audited} Financial Statements be and is hereby approved and that the ${number of director} Director${s(small\_cap)} be and are hereby authorised to sign the Director${sing/plur for director(small\_cap)} Statement.

${SOLVENCYCONTENTBLOCK}

${RETIRECONTENTBLOCK}

${APPOINTAUDITORBLOCK}

${Company current name}   
- Directors’ Resolutions  
 Page 2

**ANNUAL GENERAL MEETING**

RESOLVED that an Annual General Meeting of the Company be held at ${Underline AGM Meeting's Venue} on ${Underline AGM date} at ${Underline AGM time} and that the Director or the Secretary of the Company be authorised to issue Notice of Meeting to all persons entitled to receive such Notice.

**ATTENDANCE**

All members of the Board of Directors attended the meeting approved all businesses transacted and minuted above and are expressed on the attendance list of the meeting of the Board of Directors.

Dated this ${Resolution Date}

**${Display title type for board of director}**

|  |
| --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ${Directors name - all} |

**${Company current name}**

(the “**Company**”)

(Company Registration No. ${UEN})

(Incorporated in the Republic of Singapore)

**NOTICE IS HEREBY GIVEN** that the Annual General Meeting of the Company will be held at ${Underline AGM Meeting's Venue} on ${Underline AGM date} at ${Underline AGM time} to transact the following ordinary businesses:

**AS ORDINARY BUSINESSES**

1. To receive and adopt the Director${sing/plur for director(small\_cap)} Statement and the ${un/audited} Financial Statements of the Company for the financial year ended${Year end new}.

${NOTICERETIREBLOCK}

${NOTICEAPPTAUDITORBLOCK}

1. To transact any other ordinary business that may be properly transacted at an Annual General Meeting.

On behalf of the Board

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

${Director Signature 1}

Director

Date: ${Resolution Date}

Notes:-

1. 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.
2. Any instrument appointing a proxy should be deposited at the registered office of the Company, at ${Underline AGM Meeting's Venue} not less than forty-eight hours before the time for holding the meeting.

**${Company current name}**

(the “**Company**”)

(Company Registration No. ${UEN})

(Incorporated in the Republic of Singapore)

**MINUTES OF ANNUAL GENERAL MEETING**

PLACE : ${AGM Meeting's Venue}

DATE : ${AGM date}

TIME : ${AGM time}

PRESENT : Please see Attendance List attached hereto.

NOTICE OF MEETING : The Notice convening this Meeting was taken as read.

CHAIRPERSON : ${Chairman} was elected to chair the Meeting.

**ORDINARY BUSINESS**

**DIRECTOR${sing/plur for director(big\_cap)} STATEMENT AND ${un/audited(big\_cap)} FINANCIAL STATEMENTS**

RESOLVED that the Director${sing/plur for director(small\_cap)} Statement and ${un/audited} Financial Statements of the Company for the financial year ended${Year end new} be and are hereby received and adopted.

${MINUTESRETIRECONTENTBLOCK}

${MINUTESAPPTAUDITORBLOCK}

**CONCLUSION**

There being no further business to transact, the Meeting ended with a vote of thanks to the Chairperson.

Certified as a True Record of Minutes

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

${Chairman}

Chairperson

**${Company current name}**

(the “**Company**”)

(Company Registration No. ${UEN})

(Incorporated in the Republic of Singapore)

**ATTENDANCE LIST**

MEETING : ANNUAL GENERAL MEETING

PLACE : ${AGM Meeting's Venue}

DATE : ${AGM date}

TIME : ${AGM time}

**MEMBER(S)**

**PRESENT SIGNATURE**

|  |  |
| --- | --- |
| ${Members name - all}  ${Title Corp Rep Name}  ${Title Identity Number} | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ${Corp Rep Name}  ${Identity Number} |