**${Company current name}**

Company Registration No. ${UEN}

(Incorporated in Republic of Singapore)

**NOTICE OF ANNUAL GENERAL MEETING**

**NOTICE IS HEREBY GIVEN** that the Annual General Meeting of the Company will be held at registered office at ${AGM Meeting's Venue} on ${AGM date} at ${AGM time}, pursuant to Section 179(3) of the Companies Act, Cap.50, for the following purposes: -

**A G E N D A**

1. ${NOTICEAGMFINANCIALSTATEMENTAUDITEDCONTENTBLOCK}

${NOTICEAGMSMALLCOMPANY}

${NOTICEAGMDIRECTORFEE}

${NOTICEAGMRETIREBLOCK}

${NOTICEAGMAPPTAUDITORBLOCK}

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

By Order of the Board

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${Director Signature 1}

Director

Dated: ${Resolution Date}

A member entitled to attend and vote at this meeting is also entitled to appoint a proxy or proxies to attend and vote in his stead. A proxy need no be a member of the Company. The instrument appointing the proxy must be deposited at the Registered Office of the ${AGM Meeting's Venue} not less than forty-eight hours before the time appointed for the meeting.

Pursuant to Section 177(3)(b) of the Companies Act, Cap. 50, shareholders will be asked to give their consent to the transaction of business as detailed in the Notice, notwithstanding that less than the full prescribed notice has been given.

**${Company current name}**

Company Registration No. ${UEN}

(Incorporated in Republic of Singapore)

CONSENT TO SHORTER NOTICE

I/We, the undersigned, being shareholders of the Company, hereby consent, pursuant to Section 177(3)(b) of the Companies Act Cap. 50, to the holding of the Annual General Meeting on ${AGM date} to the transaction of the business as detailed in the Notice convening the said Meeting, notwithstanding that less than the full prescribed Notice has been given.

Date this:

**MEMBER(S)**

|  |  |  |
| --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ${Members name - all}  ${Corp Rep of Name} |  |  |

**${Company current name}**

Company Registration No. ${UEN}

(Incorporated in Republic of Singapore)

**ATTENDANCE LIST**

MEETING : Annual General Meeting

CHAIRPERSON : ${Chairman}

PLACE : ${AGM Meeting's Venue}

DATE & TIME : ${AGM date} at ${AGM time}

**NAME SIGNATURE**

|  |  |
| --- | --- |
| ${Director and Members name - all}  ${Corp Rep Director and members name} | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**${Company current name}**

Company Registration No. ${UEN}

(Incorporated in Republic of Singapore)

**${title minutes}**

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

We, the undersigned, being all the ${member\_word} hereby confirm that the Annual General Meeting of the Company ${pass\_reso}

1. MANAGEMENT ACCOUNT

IT WAS RESOLVED THAT management account the ${Year end new} be and are hereby approved.

${MINUTESEXEMPTAUDITREQUIREBLOCK}

${MINUTESAGMDIRECTORFEE}

${MINUTESAGMREELECTDIRECTOR}

${MINUTESAGMAUDITORS}

There being no other business, the meeting terminated with a vote of thanks to the Chairman.

Confirmed as a True Record of Minutes

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${Director Signature 1}

(Director)

Date:

**${Company current name}**

Company Registration No. ${UEN}

(Incorporated in Republic of Singapore)

DORMANT COMPANY EXEMPT FROM PREPARING FINANCIAL STATEMENTS FOR ${Year end new(big\_cap)}

It was NOTED that pursuant to Section 201A of the Companies Act, Cap. 50, a company that is dormant is exempt from preparing financial statements for a financial year if the following conditions are satisfied:

a)       the company has been dormant for the entire financial year.

b)       the company is not a listed company or a subsidiary company of a listed company.

c)       the total assets at any time during the financial year in question does not exceed $500,000 in value.

d)       no notice has been received from any member or members holding not less than 5% of

the total number of issued shares of the Company requiring the Company to prepare financial statements for that financial year.

e)     the accounting and other records required by the Companies Act to be kept by the

Company had been kept in accordance with Section 199.

The Director of the Company confirmed that it fulfilled all the above conditions for exemption to prepare financial statements.

Hence the Company be exempted from preparing financial statements for the ${Year end new}.

RESOLVED that the Company shall not be preparing financial statements for the ${Year end new} as it satisfied the requirements for exemption under Section 201A of the Companies Act, Cap. 50.

**AUTHORITY TO CONVENE ANNUAL GENERAL MEETING**

RESOLVED that the Annual General Meeting of the Company be hereby convened at a place, date and time to be determined by the Director.

FURTHER RESOLVED that a Director of the Company be hereby authorized to issue Notice of the Meeting to the members.

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

**DIRECTOR(S)**

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

Dated this