**${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}

${NOTICEAGMBLOCK}

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

${CONSENTNOTICEBLOCK}

${LISTOFCONSENT}

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}**

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

${MINUTESCONTENT}

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

IT WAS RESOLVED THAT the Director${sing/plur for director(small\_cap)} Statement, ${un/audited} accounts and Financial Statements for the${Year end new} be and are hereby approved.

${MINUTESAGMBLOCK}

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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${Chairman}

(${MINUTESPOSITION})

Date:

**${Company current name}**

Company Registration No. ${UEN}

(Incorporated in Republic of Singapore)

**DIRECTOR${sing/plur for director(big\_cap)} RESOLUTIONS IN WRITING PURSUANT TO OF THE COMPANY’S CONSTITUTION**

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

RESOLVED -

THAT the Director${sing/plur for director(small\_cap)} Statement, ${un/audited} accounts and Financial Statements for ${Year end new} be and are hereby approved.

THAT the ${number of director} director${s(small\_cap)} of the companybe empowered to sign the said Director${sing/plur for director(small\_cap)} Statement, ${un/audited} accounts and Financial Statements for the ${Year end new} for and on behalf of the Board.

${EXEMPTAUDITREQUIREBLOCK}

**ANNUAL GENERAL MEETING**

RESOLVED That any one director be and is hereby authorised to fix the place, date and time of the forthcoming Annual General Meeting and that the notice of meeting be sent to all the shareholders entitled to receive the notice of such meeting.

**AUTHORITY TO E-FILE RETURNS**

RESOLVED THAT any one of the officers or such other prescribed person as directed by the Directors be and is hereby authorized to e-file the relevant returns relating thereto with the Accounting and Corporate Regulatory Authority for and on behalf of the Company.

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

**DIRECTOR(S)**

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

Dated this