**${Company current name}**

(Company Registration No. ${UEN})

(Incorporated in the Republic of Singapore)

**FIRST DIRECTORS’ MEETING**

ATTENDANCE AT THE FIRST DIRECTORS’ MEETING OF THE COMPANY HELD ON **${underline\_effective\_date}** AT \_\_\_\_\_\_\_\_ A.M./ P.M. AT THE REGISTERED OFFICE AT ${Address - new}.

**P R E S E N T**

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

**${Company current name}**

(Company Registration No. ${UEN})

(Incorporated in the Republic of Singapore)

**FIRST DIRECTORS’ MEETING**

DATE & TIME : AT

PLACE : ${Address - new}

PRESENT : AS PER ATTENDANCE LIST

In the absence of a Chairman, ${Chairman}was elected Chairman for the purpose of this meeting. The Chairman called the meeting to order at \_\_\_\_\_\_\_\_\_\_\_\_\_

Notice for this meeting was taken as read.

INCORPORATION

The Chairman reported that the Company has been duly incorporated in Singapore and tabled a copy of the Constitution together with the email notification of Notice of Incorporation dated **${underline\_effective\_date}, registration no. ${underline\_UEN}.**

FIRST DIRECTORS

IT WAS CONFIRMED THAT **${Directors name - appointment (comma)}** were named as the First Directors of the Company.

# ${title\_appt\_secretary}

${appt\_secretary\_content}

# REGISTERED OFFICE

THE CHAIRMAN CONFIRMED THAT the situation of the Registered Office is at **${Address - new}.**

SUBSCRIBERS’ SHARES

THE CHAIRMAN CONFIRMED THAT the following subscribers’ shares, be issued and allotted to the following persons for cash and be fully paid-up :-

Name of subscriber No. of shares Certificate No

|  |  |  |
| --- | --- | --- |
| ${Allotment - members} | ${Allotment - number of shares} | ${Allotment - certificate} |

IT WAS RESOLVED THAT the Common Seal of the Company be affixed in accordance to the Company’s Constitution, to the share certificates to be issued accordingly.

FIXING OF FINANCIAL YEAR-END

IT WAS RESOLVED THAT the Company’s financial year-end be fixed at ${Year end new (No Year)}**, annually** and that the first financial period shall be from **${underline\_effective\_date} (date of incorporation) to ${Year end new}.**

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

Confirmed as a True Record of Minutes

${Director Signature 1}

(Chairman)