# ${Company old name}

Company Registration No. ${UEN}

(Incorporated in the Republic of Singapore)

**NOTICE OF AN EXTRAORDINARY GENERAL MEETING**

NOTICE IS HEREBY GIVEN THAT the **Extraordinary General Meeting** of the Company will be held on ${Underline Members' Meeting Date} at ${Underline Members' Meeting Time} at the registered office at ${Underline Meeting's Venue} for the following purposes:-

**A G E N D A**

**SPECIAL RESOLUTION**

CHANGE OF NAME

IT WAS RESOLVED THAT subject to the approval of the Registrar of Companies, the name of the Company be changed to **“${Company new name}”** and that the name “${Company new name}” is substituted for “**${Company old name}**” wherever the latter name appears in the Company’s Constitution.

By Order of the Board

${Director Signature 1}

DIRECTOR

Dated:

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 ${Underline Meeting’s Venue} for or not less than forty-eight hours before the time appointed for the meeting.

# ${Company old name}

Company Registration No. ${UEN}

(Incorporated in the Republic of Singapore)

RESOLUTIONS OF DIRECTOR’S MADE PURSUANT TO THE COMPANY’S CONSTITUTION.

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CONVENING FOR AN EXTRAORDINARY GENERAL MEETING

RESOLVED -

THAT an Extraordinary General Meeting of the Company by held on ${Underline Members' Meeting Date} at ${Underline Members' Meeting Time} at the registered office at ${Underline Meeting's Venue} for the purpose of considering and, if thought fit, to pass the following **Special Resolution**:-

**SPECIAL RESOLUTION**

CHANGE OF NAME

“THAT subject to the approval of the Registrar of Companies, the name of the Company be changed to **“${Company new name}”** and that the name “${Company new name}” is substituted for “**${Company old name}”** wherever the latter name appears in the Company’s Constitution”

THAT the secretary be instructed to issue notice of the meeting to all members of the Company forthwith.

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

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

# ${Company old name}

Company Registration No. ${UEN}

(Incorporated in the Republic of Singapore)

AGREEMENT BY MEMBERS TO SHORTER NOTICE THAN IS REQUIRED UNDER SECTION 184(2) OF THE COMPANIES ACT, CAP.50 TO BE GIVEN FOR AN EXTRAORDINARY GENERAL MEETING TO PASS A SPECIAL RESOLUTION

Pursuant to Section 184(2) of the Companies Act, Cap.50, we, the undersigned, being the majority in number of the members together holding not less than 95% of the issued share capital of **${Company old name}**, hereby agree to an Extraordinary General Meeting of the Company being held on ${Underline Members' Meeting Date} for the purpose of considering the special resolution set out in the notice of the said meeting, notwithstanding that less than 21 days’ notice of the meeting have been given.

**MEMBER(S)**

|  |  |  |
| --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ${Member names - all}  ${Corp Rep of Name} |  |  |

Dated:

# ${Company old name}

Company Registration No. ${UEN}

(Incorporated in the Republic of Singapore)

Minutes of the Extraordinary General Meeting of the member of the above company held at

${Underline Meeting's Venue} at ${Underline Members' Meeting Time}

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**PRESENT**

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

# Name of Company: ${Company old name}

Company Registration No: ${UEN}

THIS IS THE ANNEXURE MARKED ‘A’ REFERRED TO IN THE NOTICE OF RESOLUTION SIGNED BY ME ON THE ${Members' Meeting Date}

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**SPECIAL RESOLUTION**

CHANGE OF NAME

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Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Director: **${Director Signature 1}**

ANNEXURE

# Name of Company: ${Company old name}

Company Registration No: ${UEN}

RESOLUTION PASSED AT THE EXTRAORDINARY GENERAL MEETING

HELD ON THE ${Members' Meeting Date}

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

**SPECIAL RESOLUTION**

CHANGE OF NAME

IT WAS RESOLVED THAT subject to the approval of the Registrar of Companies, the name of the Company be changed to **“${Company new name}”** and that the name “${Company new name}” is substituted for “**${Company old name}**” wherever the latter name appears in the Company’s Constitution.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Director: **${Director Signature 1}**

Dated: