**${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

1. **${Dividend - Nature (UPPERCASE)} TAX EXEMPT (ONE-TIER) DIVIDEND**

**RESOLVED THAT:-**

1. an ${Dividend - Nature (Lowercase)} tax exempt dividend of ${Dividend - Currency}${Dividend - Total dividend amount} under One-Tier Corporate Tax System for the financial year ending ${Dividend - Declare of financial year end} be paid out of the profits; and
2. the ${Dividend - Nature (Lowercase)} tax exempt dividend be paid on ${Dividend - Declare of financial year end} to all members of the Company who are the registered holders of the existing ordinary shares of the Company on ${Dividend - Cut off date}.
3. **EXTRAORDINARY GENERAL MEETING**

**RESOLVED THAT** an Extraordinary General Meeting of the Company will be held at ${Underline Meeting's Venue} on ${Underline Members' Meeting Date} at ${Underline Members' Meeting Time} for the purpose of considering and if deemed fit, to pass the following resolution :

**ORDINARY RESOLUTION**

**${Dividend - Nature (UPPERCASE)} TAX EXEMPT (ONE-TIER) DIVIDEND**

**RESOLVED THAT:-**

1. an ${Dividend - Nature (Lowercase)} tax exempt dividend of ${Dividend - Currency}${Dividend - Total dividend amount} under One-Tier Corporate Tax System for the financial year ending ${Dividend - Declare of financial year end} be paid out of the profits; and
2. the ${Dividend - Nature (Lowercase)} tax exempt dividend be paid on ${Dividend - Declare of financial year end} to all members of the Company who are the registered holders of the existing ordinary shares of the Company on ${Dividend - Cut off date}.

and that any Director or Secretary shall be authorized to issue Notice of the Extraordinary General Meeting.

Dated this ${Directors' Meeting Date}

**${DISPLAY BOARD OF DIRECTOR - CONTENT}**

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

**${Company current name}**

(the “**Company**”)

(Company Registration No. ${UEN})

(Incorporated in the Republic of Singapore)

**NOTICE OF EXTRAORDINARY GENERAL MEETING**

**NOTICE IS HEREBY GIVEN** that the Extraordinary General Meeting of the Company will be held at ${Underline Meeting's Venue} on ${Underline Members' Meeting Date} at ${Underline Members' Meeting Time} to consider and if deem fit, to pass the following resolution:-

**ORDINARY RESOLUTION**

**${Dividend - Nature (UPPERCASE)} TAX-EXEMPT (ONE-TIER) DIVIDEND**

**RESOLVED THAT:-**

1. an ${Dividend - Nature (Lowercase)} tax exempt dividend of ${Dividend - Currency}${Dividend - Total dividend amount} under One-Tier Corporate Tax System for the financial year ending ${Dividend - Declare of financial year end} be paid out of the profits; and
2. the ${Dividend - Nature (Lowercase)} tax exempt dividend be paid on ${Dividend - Declare of financial year end} to all members of the Company who are the registered holders of the existing ordinary shares of the Company on ${Dividend - Cut off date}.

On behalf of the Board

…………………………………………………………..

${Director Signature 1}

Director

Date: ${Directors' Meeting 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 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 EXTRAORDINARY GENERAL MEETING**

PLACE : ${Meeting's Venue}

DATE : ${Members' Meeting Date}

TIME : ${Members' Meeting Time}

PRESENT : Please see Attendance List attached hereto.

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

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

**ORDINARY RESOLUTION**

**RESOLVED THAT:-**

1. an ${Dividend - Nature (Lowercase)} tax exempt dividend of ${Dividend - Currency}${Dividend - Total dividend amount} under One-Tier Corporate Tax System for the financial year ending ${Dividend - Declare of financial year end} be paid out of the profits; and
2. the ${Dividend - Nature (Lowercase)} tax exempt dividend be paid on ${Dividend - Declare of financial year end} to all members of the Company who are the registered holders of the existing ordinary shares of the Company on ${Dividend - Cut off date}.

**CONCLUSION**

There being no further business to transact, the Meeting ending with a note of thanks to the Chairman.

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 : EXTRAORDINARY GENERAL MEETING

PLACE : ${Meeting's Venue}

DATE : ${Members' Meeting Date}

TIME : ${Members' Meeting Time}

**M E M B E R (S)**

**PRESENT SIGNATURE**

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