**${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. **DIRECTOR’S FEE**

**RESOLVED** that the following amount be paid as director’s fee to the respective director for the financial year ending ${Director Fee - declare of financial year end} be recommended for approval by shareholder(s):

|  |  |
| --- | --- |
| **Director** | **Amounts** |
| ${Director for Director Fee} | ${Currency for Director Fee}${Director Fee} |

**2. 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**

**DIRECTOR’S FEE**

**RESOLVED** thatthe following amount be paid as director’s fee to the respective director for the financial year ending ${Director Fee - declare of financial year end} be recommended for approval by shareholders:

|  |  |
| --- | --- |
| **Director** | **Amounts** |
| ${Director for Director Fee} | ${Currency for Director Fee}${Director Fee} |

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**

**DIRECTOR’S FEE**

RESOLVED that the following amount be paid as director’s fee to the respective director for the financial year ending ${Director Fee - declare of financial year end}be recommended for approval by shareholder(s):

|  |  |
| --- | --- |
| **Director** | **Amounts** |
| ${Director for Director Fee} | ${Currency for Director Fee}${Director Fee} |

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, ${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**

**DIRECTOR’S FEE**

RESOLVED that the following amount be paid as director’s fee to the respective director for the financial year ending ${Director Fee - declare of financial year end}be and is hereby approved:

|  |  |
| --- | --- |
| **Director** | **Amounts** |
| ${Director for Director Fee} | ${Currency for Director Fee}${Director Fee} |

**CONCLUSION**

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

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}

**MEMBERS**

**PRESENT SIGNATURE**

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