## **${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

**AUTHORITY TO CONVENE AN EXTRAORDINARY GENERAL MEETING**

RESOLVED that an Extraordinary General Meeting 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, passing the following resolution as an Ordinary Resolution and that any Director of the Company be authorised to issue notice of the said meeting: -

**AUTHORITY TO ALLOT AND ISSUE SHARES**

“That pursuant to Section 161 of the Companies Act, Cap 50 and subject to the Constitution of the Company, the Directors be authorized to allot and issue such shares in the Company at any time and to any persons on such terms and conditions and with such rights or restrictions as they may in their absolute discretion deem fit and that this authority shall continue in force until the conclusion of the next annual general meeting or at the expiry of the period within which the next annual general meeting is required by law to be held, whichever is earlier.”

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 an Extraordinary General Meeting of the abovenamed 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, passing the following resolution as an Ordinary Resolution:-

**ORDINARY RESOLUTION**

**AUTHORITY TO ALLOT AND ISSUE SHARES**

“That pursuant to Section 161 of the Companies Act, Cap 50 and subject to the Constitution of the Company, the Directors be authorized to allot and issue such shares in the Company at any time and to any persons on such terms and conditions and with such rights or restrictions as they may in their absolute discretion deem fit and that this authority shall continue in force until the conclusion of the next annual general meeting or at the expiry of the period within which the next annual general meeting is required by law to be held, whichever is earlier.”

Dated this ${Directors' Meeting Date}

On Behalf of the Board

............................................................

${Director Signature 1}

Director

Notes:-

(i) 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.

(ii) 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

**AUTHORITY TO ALLOT AND ISSUE SHARES**

RESOLVED that pursuant to Section 161 of the Companies Act, Cap 50 and subject to the Constitution of the Company, the Directors be authorized to allot and issue such shares in the Company at any time and to any persons on such terms and conditions and with such rights or restrictions as they may in their absolute discretion deem fit and that this authority shall continue in force until the conclusion of the next annual general meeting or at the expiry of the period within which the next annual general meeting is required by law to be held, whichever is earlier.

**CONCLUSION**

There being no further business to transact, the Meeting ended 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 | | : | EXTRAORDINARYGENERAL 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} |

## Name of Company : **${Company current name}**

Company No. : **${UEN}**

Pursuant to the Extraordinary General Meeting held at ${Underline Meeting's Venue} on ${Underline Members' Meeting Date} at ${Underline Members' Meeting Time}, the Ordinary Resolution set out below was duly passed:

**AUTHORITY TO ALLOT AND ISSUE SHARES**

RESOLVED that pursuant to Section 161 of the Companies Act, Cap 50 and subject to the Constitution of the Company, the Directors be authorized to allot and issue such shares in the Company at any time and to any persons on such terms and conditions and with such rights or restrictions as they may in their absolute discretion deem fit and that this authority shall continue in force until the conclusion of the next annual general meeting or at the expiry of the period within which the next annual general meeting is required by law to be held, whichever is earlier.

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

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