**${Company old 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 ExtraordinaryGeneral Meeting of the Company 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, and that any Director or the Secretary of the Company be authorised to issue notice of the said meeting to all persons entitled to receive such notice :

**SPECIAL RESOLUTION**

**CHANGE OF NAME OF COMPANY**

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}** be substituted for **${Company old name}** wherever the latter name appears in the Company’s Constitution.

Dated this

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

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

**${Company old name}**

(the “**Company**”)

(Company Registration No. ${UEN})

(Incorporated in the Republic of Singapore)

**NOTICE OF EXTRAORDINARY GENERAL MEETING**

**NOTICE IS HEREBY GIVEN** 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} for the purpose of passing the following resolution:

**SPECIAL RESOLUTION**

**CHANGE OF NAME OF COMPANY**

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}** be substituted for **${Company old name}** wherever the latter name appears in the Company’s Constitution.

On behalf of the Board

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

${Director Signature 1}

Director

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 old 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. |

**SPECIAL RESOLUTION**

**CHANGE OF NAME OF COMPANY**

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}** be substituted **${Company old name}** wherever the latter name appears in the Company’s Constitution.

**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 old 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} |