**${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

**APPOINTMENT OF AUDITOR**

RESOLVED THATthe appointment of ${Auditors name - appointment} (Registration No. ${Auditors ID - appointment}) as Auditor of the Company, to hold office until the conclusion of the next Annual General Meeting, and at a remuneration to be agreed between the Director and the Auditor is hereby accepted with effect from the date of agreement.

That the requisite notice be lodged with the Accounting & Corporate Regulatory Authority accordingly.

**EXTRAORDINARY GENERAL MEETING**

RESOLVED that an ExtraordinaryGeneral Meeting of the Company be held at ${Auditors Underline Meeting's Venue} on ${Auditors Underline Members' Meeting Date} at ${Auditors Underline Members' Meeting Time} and that the Director or the Secretary of the Company be authorised to issue Notice of Meeting to all persons entitled to receive such Notice.

Dated this ${Auditors Directors' Meeting Date}

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

|  |
| --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ${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 ${Auditors Underline Meeting's Venue} on ${Auditors Underline Members' Meeting Date} at ${Auditors Underline Members' Meeting Time} to consider and if deem fit, to pass the following resolution:

**ORDINARY RESOLUTION**

**APPOINTMENT OF AUDITOR**

RESOLVED THATthe appointment of ${Auditors name - appointment} (Registration No. ${Auditors ID - appointment}) as Auditor of the Company, to hold office until the conclusion of the next Annual General Meeting, and at a remuneration to be agreed between the Director and the Auditor be recommended for approval by shareholders.

**${Title\_resignation\_auditor}**

${Resignation\_auditor}

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, ${Auditors 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 : ${Auditors Meeting's Venue}

DATE : ${Auditors Members' Meeting Date}

TIME : ${Auditors 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**

**APPOINTMENT OF AUDITOR**

RESOLVED THATthe appointment of ${Auditors name - appointment} (Registration No. ${Auditors ID - appointment}) as Auditor of the Company, to hold office until the conclusion of the next Annual General Meeting, and at a remuneration to be agreed between the Director and the Auditor is hereby approved.

**${Title\_resignation\_auditor}**

${Resignation\_auditor}

**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}

Chairman

**${Company current name}**

(the “**Company**”)

(Company Registration No. ${UEN})

(Incorporated in the Republic of Singapore)

**ATTENDANCE LIST**

MEETING : EXTRAORDINARY GENERAL MEETING

PLACE : ${Auditors Meeting's Venue}

DATE : ${Auditors Members' Meeting Date}

TIME : ${Auditors 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} |