**${Company current name}**

(Company Registration No. ${UEN})

(Incorporated in the Republic of Singapore)

DIRECTORS’ RESOLUTION IN WRITING PURSUANT TO

THE COMPANY’S CONSTITUTION

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CONVENING FOR AN EXTRAORDINARY GENERAL MEETING

RESOLVED -

THAT an Extraordinary General Meeting of the Company be held on at ${Auditors Members' Meeting Time} at the registered office at ${Auditors Meeting's Venue} for the purpose of considering and, if thought fit, to pass the following **Ordinary Resolution** :-

APPOINTMENT OF AUDITORS

“THAT **${Auditors name - appointment},** Public Accountants and Chartered Accountants of ${Auditors Company Venue}, be and are hereby appointed auditors of the Company, to hold office until the conclusion of the next general meeting at which accounts are laid before the Company at a remuneration to be fixed by the directors.”

${Title\_resignation\_auditor}

${Resignation\_auditor}

${Resignation\_auditor2}

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

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

DATED:

**${Company current name}**

(Company Registration No. ${UEN})

(Incorporated in the Republic of Singapore)

**NOTICE OF AN EXTRAORDINARY GENERAL MEETING**

NOTICE IS HEREBY GIVEN THAT an **Extraordinary General** **Meeting** of the Company will be held on at ${Auditors Members' Meeting Time} at ${Auditors Meeting's Venue} for the following purpose :-

**A G E N D A**

**ORDINARY RESOLUTION**

${Change Of Auditor Title}

${Change Of Auditor}

|  |  |
| --- | --- |
|  | BY ORDER OF THE BOARD  ${Director Signature 1}  Director |

Singapore,

**Note**: A member of the Company entitled to attend the meeting may appoint a proxy to vote instead of him, a proxy need not be a member of the Company. The instrument appointing a proxy must be deposited with the Secretary at the registered office **not less than forty-eight (48) hours** before the time appointed for holding the meeting.

**${Company current name}**

(Company Registration No. ${UEN})

(Incorporated in the Republic of Singapore)

AGREEMENT BY MEMBERS TO SHORTER NOTICE THAN IS REQUIRED

UNDER SECTION 177(2) OF THE COMPANIES ACT, CAP. 50

TO BE GIVEN FOR AN EXTRAORDINARY GENERAL MEETING

Pursuant to Section 177 3(b) of the Companies Act, Cap. 50, we, the undersigned, being the majority of members of **${Company current name},** (holding not less than 95% of the issued capital) entitled to attend and vote at a General Meeting of the Company to be held on ,shall notwithstanding that it is called by notice shorter than is required by Section 177(2) of the Act, be deemed to be duly called.

Dated this :

**S H A R E H O L D E R (S)**

|  |  |
| --- | --- |
| ${Members name - all}  ${Corp Rep of Name} | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**${Company current name}**

(Company Registration No. ${UEN})

(Incorporated in the Republic of Singapore)

**ATTENDANCE LIST**

ATTENDANCE AT THE **EXTRAORDINARY GENERAL MEETING** OF THE COMPANY HELD ON

AT ${Auditors Members' Meeting Time} at ${Auditors Meeting's Venue}.

**P R E S E N T**

|  |  |
| --- | --- |
| ${Director and Members name - all}  ${Corp Rep Director and members name} | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**${Company current name}**

(Company Registration No. ${UEN})

(Incorporated in the Republic of Singapore)

${CROPOTATEBLOCK}

MINUTES BY REPRESENTATIVE OF HOLDING COMPANY RELATING TO PROCEEDINGS OF SUBSIDIARY COMPANY UNDER SECTION 179(6) OF THE COMPANIES ACT, CAP. 50.

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I, **${Chairman}** the duly appointed Corporate Representative of **${Corp Name}** the holding Company beneficiary entitled to the whole of the issued shares of **${Company current name}.,** pursuant to Section 179(6) of the Companies Act, Cap. 50 hereby confirm that the Extraordinary General Meeting of the Company was deemed to be held on and that the following resolution were duly passed:-

**ORDINARY RESOLUTION**

${Change Of Auditor Title}

${Change Of Auditor}

There being no other business, the meeting terminated with a vote of thanks to the Chair.

|  |  |
| --- | --- |
|  | Confirmed as a True Record of Minutes    -------------------------------------------------  ${Chairman}  (${MINUTESPOSITION}) |

**${Company current name}**

(Company Registration No. ${UEN})

(Incorporated in the Republic of Singapore)

${INDIVIDUALBLOCK}

**MINUTES OF EXTRAORDINARY GENERAL MEETING**

|  |  |
| --- | --- |
| DATE & TIME : | ${Auditors Members' Meeting Time}. |
| PLACE : | ${Auditors Meeting's Venue}. |
| PRESENT : | AS PER ATTENDANCE LIST |

The Chairman, ${Chairman} called the meeting to order at ${Auditors Members' Meeting Time}.

Notice convening this meeting was taken as read.

**ORDINARY RESOLUTION**

${Change Of Auditor Title}

${Change Of Auditor}

There being no other business, the meeting terminated with a vote of thanks to the Chair.

|  |  |
| --- | --- |
|  | Confirmed as a True Record of Minutes    -------------------------------------------------  ${Chairman}  (${MINUTESPOSITION}) |