Minutes of First Director’s Meeting of the company held at ${Address - new}.

**DATE/TIME**

${underline\_effective\_date} AT \_\_\_\_\_\_\_\_\_\_A.M./P.M.

**CHAIRMAN**

${Chairman} was elected as the Chairman of the Meeting.

**INCORPORATION**

It was noted that the Company was duly incorporated under The Companies Act, Cap. 50, on

${underline\_effective\_date} with Company’s Registration No. ${underline\_UEN}.

**REGISTERED OFFICE**

Resolved that the registered office of the Company be situated at ${Address - new} as registered.

# PLACE WHERE REGISTER OF MEMBERS IS KEPT

Resolved that the Register of Members of the Company be kept at ${Address - new} with immediate effect.

**APPOINTMENT OF DIRECTORS**

Resolved that the following having consented to act, be and is hereby appointed as a Director of the company with immediate effect.

|  |
| --- |
| ${Directors name - appointment} (Identification No: ${Directors ID - appointment}) |

**${title\_appt\_secretary}**

${appt\_secretary\_content}

**FINANCIAL YEAR**

Resolved that the first financial year of the Company set at ${Year end new} and thereafter at ${Year end new (No Year)}, annually is hereby approved.

**SUBSCRIBER’S SHARES**

Resolved that the Common Seal of the Company be affixed in the presence of one Director and the Secretary to the Share Certificate to be issued to the following Subscriber in respect of the **${Allotment - number of shares all}** Subscriber’s Shares taken up in the Constitution of the Company:-

**Name Number of Ordinary Share(s)**

|  |  |
| --- | --- |
| ${Allotment - members}  (Identification No: ${Allotment - members ID}) | ${Allotment - number of shares} |

Signed as correct record this on

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

${Director Signature 1}

Chairperson

ATTENDANCE SHEET

MINUTES OF FIRST DIRECTORS’ MEETING OF THE COMPANY HELD AT ${Address - new} ON ${underline\_effective\_date} AT\_\_\_\_\_\_\_\_\_A.M./ P.M.

PRESENT:

|  |  |
| --- | --- |
| NAME: | SIGNATURE(S) |
| ${Directors name - appointment} | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |