|  |  |  |
| --- | --- | --- |
| Date | : |  |
| Your Reference | : | - |
| Our Reference | : | - |

Dear Sir/Madam,

**HANDOVER LETTER**

1. We hereby handover the below items of ${Company current name} to you:
   1. Email Notification of Certificate of Incorporation;
   2. A copy of the Business Profile;
   3. Directors’ and/ or Shareholders’ Resolutions from incorporation till date;
   4. Form 45 for each Directors;
   5. Form 45B for Company Secretary;
   6. Statutory Registers of the Company;
   7. Share Certificates;
   8. An original Memorandum and Articles of Association; and
   9. Resignation letter from ${Secretarys name - resignation} as Company Secretary.
   10. Common Seal and Rubber Stamp
2. Kindly acknowledge receipt of the above by signing and returning the duplicate copy of this letter to us.

Yours faithfully



Looi Yong Kean

Director

${firm\_name}

**RECEIPT CONFIRMATION**

We/I hereby confirm receipt of the above mentioned item. For and on behalf of **${Company current name}**

Signature :

Name :

Designation :

Date :