**${Company current name}**

(Company Registration No. ${UEN})

(Incorporated in 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 ${Underline Members' Meeting Date} at ${Underline Members' Meeting Time} at the registered office at ${Underline Meeting's Venue} for the following purpose :-

**AGENDA**

**ORDINARY RESOLUTIONS**

**AUTHORITY TO ISSUE SHARES**

IT WAS RESOLVED THAT pursuant to the provisions of Section 161 of the Companies Act, Cap. 50, but subject otherwise to the provisions of the Constitution of the Company, the directors be and hereby authorised to issue shares in the capital of the company, to any person or corporation, whether existing members or otherwise and on such items and conditions and with such rights and restriction as they may think fit to impose and that such authority shall continue in force until the conclusion of the next annual general meeting or the expiration of the period within which the next annual general meeting is required by law to be laid, whichever shall be the earlier.

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 Republic of Singapore)

DIRECTORS’ RESOLUTION IN WRITING PURSUANT TO

OF 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 ${Underline Members' Meeting Date} at ${Underline Members' Meeting Time} at the registered office at ${Underline Meeting's Venue} for the purpose of considering and if thought fit, to pass the following **Ordinary Resolution** :-

**AUTHORITY TO ISSUE SHARES**

IT WAS RESOLVED THAT pursuant to the provisions of Section 161 of the Companies Act, Cap. 50, but subject otherwise to the provisions of the Constitution of the Company, the directors be and hereby authorised to issue shares in the capital of the company, to any person or corporation, whether existing members or otherwise and on such items and conditions and with such rights and restriction as they may think fit to impose and that such authority shall continue in force until the conclusion of the next annual general meeting or the expiration of the period within which the next annual general meeting is required by law to be laid, whichever shall be the earlier.

That the Secretary be instructed to issue notice of the meeting to all members of the Company forthwith.

**${DISPLAY BOARD OF DIRECTOR - CONTENT}**

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

Date : ${Directors' Meeting Date}

**${Company current name}**

(Company Registration No. ${UEN})

(Incorporated in 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

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Pursuant to Section 177 (3b) of the Companies Act, Cap. 50, we, the undersigned, being the majority of member 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 :

**M E M B E R (S)**

|  |  |
| --- | --- |
| ${Members name - all}  ${Title Corp Rep Name}  ${Title Identity Number} | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ${Corp Rep Name}  ${Identity Number} |

**${Company current name}**

(Company Registration No. ${UEN})

(Incorporated in Republic of Singapore)

**MINUTES EXTRAORDINARY GENERAL MEETING**

DATE & TIME : ${Members' Meeting Date} AT ${Members' Meeting Time}

PLACE : ${Meeting's Venue}

PRESENT : AS PER ATTENDANCE LIST

In the absence of a Chairperson, **${Chairman}** was elected Chairman for the purpose of this meeting. The Chairman called themeeting to order at ${Underline Members' Meeting Time}

Notice convening the meeting, was taken as read.

**ORDINARY RESOLUTIONS**

**AUTHORITY TO ISSUE SHARES**

IT WAS RESOLVED THAT pursuant to the provisions of Section 161 of the Companies Act, Cap. 50, but subject otherwise to the provisions of the Constitution of the Company, the directors be and hereby authorised to issue shares in the capital of the company, to any person or corporation, whether existing members or otherwise and on such items and conditions and with such rights and restriction as they may think fit to impose and that such authority shall continue in force until the conclusion of the next annual general meeting or the expiration of the period within which the next annual general meeting is required by law to be laid, whichever shall be the earlier.

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

Confirmed as a True Record of Minutes

${Chairman}

(Chairperson)

**${Company current name}**

(Company Registration No. ${UEN})

(Incorporated in Republic of Singapore)

**ATTENDANCE LIST**

ATTENDANCE AT THE **EXTRAORDINARY GENERAL MEETING** OF THE COMPANY HELD ON ${Underline Members' Meeting Date} AT ${Underline Members' Meeting Time} AT THE REGISTERED OFFICE AT ${Underline Meeting's Venue}.

**NAME P R E S E N T**

|  |  |
| --- | --- |
| ${Members names - all}  ${Title Corp Rep Name}  ${Title Identity Number} | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ${Corp Rep Name}  ${Identity Number} |

**ANNEXURE**

Name of Company : **${Company current name}**

Company No : **${UEN}**

RESOLUTION PASSED AT THE EXTRAORDINARY GENERAL MEETING

HELD ON THE

**ORDINARY RESOLUTIONS**

**AUTHORITY TO ISSUE SHARES**

IT WAS RESOLVED THAT pursuant to the provisions of Section 161 of the Companies Act, Cap. 50, but subject otherwise to the provisions of the Constitution of the Company, the directors be and hereby authorised to issue shares in the capital of the company, to any person or corporation, whether existing members or otherwise and on such items and conditions and with such rights and restriction as they may think fit to impose and that such authority shall continue in force until the conclusion of the next annual general meeting or the expiration of the period within which the next annual general meeting is required by law to be laid, whichever shall be the earlier.

Signature : …………………………………………..

Name of Director : ${Director Signature 1}