**${company\_name}**

${company\_address}

Date:

**${resignation\_of\_corporate\_secretarial\_agent}**

${resignation\_of\_corporate\_secretarial\_agent\_address}

Dear Sirs/Madam

**TERMINATION OF CORPORATE SECRETARIAL SERVICES & HANDING OVER OF STATUTORY RECORDS**

Please be informed that the Board of Director has decided to take over the Corporate Secretarial services of ${company\_name} (the “Company”) with immediate effect.

We shall appreciate if you will kindly release all the relevant files, documents, records and filings (including but not limited to minutes book, statutory registers, share certificate book, common seal) to facilitate taking over the Corporate Secretarial services.

Please prepare the necessary Resolution and filing for the resignation of your nominee as Secretary (if any) and also return the following items to us:-

1. Statutory Register and Minute Book;
2. Share Certificate Book;
3. Memorandum and Articles of Association;
4. Statutory filing records;
5. Share Certificate & Common Seal; and
6. Other relevant documents.

I am hereby authorized Mr. Looi Yong Kean or Mr. Yeap Wen Haur being Representative from ${firm\_name} to act my behalf for the collection of the Statutory Records of the Company.

On behalf of the Company, I wish to put on records our appreciation for the past services that you have provided to us.

Yours faithfully

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

Name: ${Director Signature 1}

Director

C.c. ${firm\_name}