**«**TableStart:Company**»**

Dear

We refer to the subject matter above and attach the following documents for your attention:

1) Board resolution - Approval and adoption of audited accounts for the year ended «Financialyearend» (x2)

2) Board resolution - To call for AGM

3) Notice of AGM

4) Minutes of AGM

5) Certificate under S197(1)

6) Business Profile - *any one director to sign*

7) Certificate by an EPC under S197(1)

8) Statement of an EPC

9) Letter of Support

10) XBRL Confirmation Letter

11) Proxy Form

*XXXXXXXXXXXXXXXXXXXXXX*

For Item 6 – Please:

(i) check the particulars (name, residential address, nationality, and NRIC/passport number) of the directors. We wish to inform you that the Company must inform the ACRA on any changes in the particulars of the directors within one month from the date of change, failing which, a penalty will be imposed by the Registrar.

(ii) check the particulars of the shareholders and advise us if there are any changes for our updating of the Company’s Register of Members.

(iii) verify correctness of the list of charges registered with ACRA, if any.

If the documents are in order, kindly arrange for the respective parties to sign on the parts highlighted in **blue**. Thereafter, please return us the following documents for us to proceed with the annual return lodgement by «DateofAGM»

(i) the duly signed AGM documents

(ii) original signed Financial Statements

(iii) XBRL File

Please advise us the name of the audit partner who signed off on the Financial Statements.

The Company is required to hold its AGM by «DateofAGM» and lodge its annual returns with ACRA within 30 days from the date of the AGM, failing which, a penalty will be imposed by ACRA for the late lodgement.

For any clarification, please feel free to contact us.

**«TableEnd:Company»**