

CO. REG. NO.:
(Incorporated in the Republic of Singapore)
Registered Office:

**AGREEMENT BY MEMBERS TO SHORTER NOTICE FOR AN
EXTRAORDINARY GENERAL MEETING**

We, the undersigned, being all the members of the above named Company, hereby consent, pursuant to Section 177 (3) of the Companies Act, Cap. 50, to the holding of the EXTRAORDINARY GENERAL MEETING on _____ and to the transaction of the business as detailed in the Notice convening the said meeting, notwithstanding that the meeting is called by notice shorter than that required under Sections 177 (2) of the Companies Act, Cap. 50 and the Articles of Association of the Company.

SHAREHOLDERS

Date:

CO. REG. NO.:
(Incorporated in the Republic of Singapore)
Registered Office:

To:

NOTICE FOR AN EXTRAORDINARY GENERAL MEETING

NOTICE IS HEREBY GIVEN THAT the Extraordinary General Meeting of the Company will be held at

Place :

Date and Time : and
to transact the following business:

1. To receive, consider and if thought fit, to pass the following resolution with modifications thereto as the meeting may decide:

ORDINARY BUSINESS:

DISTRIBUTION OF FIRST AND FINAL DIVIDEND TO

BY ORDER OF THE BOARD

Director

Date:

NOTES:

1. A Member of the Company entitled to attend and vote at the above meeting may appoint a proxy to attend and vote on his behalf and such proxy need not be a member of the Company.
2. If the member is a company, the common seal of the company must be affixed in accordance with its articles of association onto the proxy form.
3. The instrument appointing such a proxy must be deposited at the Registered Office of the Company, which is given above, not less than 48 hours before the meeting.

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MINUTES OF AN EXTRAORDINARY GENERAL MEETING

Date and Time : _____ and _____
Place : _____

Present : Please refer to the attached Attendance Sheet

CHAIRMAN OF THE MEETING

NOTICE OF MEETING

The Notice convening the Extraordinary General Meeting was taken as read.

ORDINARY RESOLUTION

DISTRIBUTION OF FIRST AND FINAL DIVIDEND TO SHAREHOLDERS

TERMINATION

There being no other business, the meeting closed with a vote of thanks to the Chairman.

Signed as a correct record

Chairman

Date:

CO. REG. NO.:

(Incorporated in the Republic of Singapore)

Registered Office:

EXTRAORDINARY GENERAL MEETING

PRESENT

CO. REG. NO.:
(Incorporated in the Republic of Singapore)
Registered Office:

**WRITTEN RESOLUTIONS OF THE BOARD OF DIRECTORS OF THE COMPANY
PASSED PURSUANT TO ARTICLE 100 OF ARTICLES OF ASSOCIATION OF THE
COMPANY**

CONVENING AN EXTRAORDINARY GENERAL MEETING

IT WAS RESOLVED THAT:

ORDINARY RESOLUTION

DISTRIBUTION OF FIRST AND FINAL DIVIDEND TO SHAREHOLDERS

THAT any one of the directors be authorised to issue notice of the Meeting to the members of the Company forthwith.

Dated this day of

DIRECTORS

CO. REG. NO.:

FIRST AND FINAL DIVIDEND FROM THE DATE OF EXTRAORDINARY GENERAL MEETING TO SHAREHOLDERS REGISTERED IN THE COMPANY'S BOOKS ON

Shareholders	No. of shares held on	Value of shares	Dividend Amount
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Dated this day of

DIRECTORS

CO. REG. NO.:
(Incorporated in the Republic of Singapore)
Registered Office:

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SERIAL NO.:

SINGAPORE TAX EXEMPTED
DIVIDEND VOUCHER

Dear Sir/Madam,

We have the pleasure in advising that the following dividend has been declared and the amount payable to you in respect of your shareholding is as follows:-

Dividend No.	Date of Payment	Type of Dividend	Shares Registered As At	For Year Ended

No. of Shares	Net Dividend

Yours faithfully
For

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(Please notify any change of address immediately)