

COMPANY NAME PTE. LTD.
Company Registration No.: _____
(Incorporated in the Republic of Singapore)
(the "Company")

NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the Annual General Meeting of the Company be deemed to be held at _____ on _____ at _____ AM to transact the following businesses:-

AGENDA

ORDINARY BUSINESS:

1. To receive the Unaudited Financial Statements of the Company for the financial period from _____ (Date of Incorporation) to _____, prepared in accordance with the Singapore Financial Reporting Standards together with the Director's Statement.
2. To approve re-election of the Director retiring pursuant to the Constitution of the Company.
3. To transact such other business which may be properly transaction at an Annual General Meeting.

BY ORDER OF THE BOARD

Signed By:

DIRECTOR'S NAME
DIRECTOR

Date:

To: **SHAREHOLDER(S) and AUDITOR**

NOTE:

A member entitled to attend and vote at the Annual General Meeting ("Meeting") is entitled to appoint a proxy to attend and vote in his stead. A proxy does not need to be a member of the Company. The instrument appointing a proxy shall be deposited at the Registered Office of the Company not less than 48 hours before the time for holding the Meeting.

A company which is a member of the Company may, by resolution of its directors, authorise any person to act as its representative at any meeting of the Company and such representative shall be entitled to exercise the same power on behalf the company which he represents as if he had been an individual member of the Company in accordance with its Constitution.