

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

**MINUTES OF THE ANNUAL GENERAL MEETING** of the Company held at \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_ AM.

**PRESENT**

Please refer to the Attendance Sheet.

**CHAIRMAN**

\_\_\_\_\_ was elected Chairman of the meeting.

**QUORUM**

There being a quorum present, the Chairman called the meeting to order after having ascertained that a quorum was present.

**NOTICE OF MEETING**

The notice convening the meeting, having been duly communicated to all members entitled and with the consent of those present at the Meeting, was taken as read.

**ORDINARY RESOLUTIONS**

**UNAUDITED FINANCIAL STATEMENTS AND REPORTS**

**RESOLVED THAT** the Unaudited Financial Statements and Director's Statement for the financial period from \_\_\_\_\_ (Date of Incorporation) to \_\_\_\_\_ be and are hereby received.

**RE-ELECTION OF DIRECTOR**

**RESOLVED THAT** \_\_\_\_\_ who retire pursuant to the Regulation of the Company's Constitution and being eligible for re-election, be and is hereby contemporaneously re-elected as Director/s of the Company.

**CONCLUSION**

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

**CONFIRMED BY:-**

---

**SHAREHOLDER NAME**  
CHAIRMAN OF THE MEETING