

# ABC Pte. Ltd.

Incorporated in the Republic of Singapore

Company No. XXXXXXXXXX

(the "Company")

REGISTERED OFFICE

XXXXXX

Singapore XXXXXX

## Notice of Annual General Meeting

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NOTICE IS HEREBY GIVEN that an Annual General Meeting of the Company will be held at [address] on DD-MMM-YYYY at [time] for the following purposes: -

### *As Ordinary Business*

1. To receive and adopt the Directors' Statements and Annual Financial Statements for the financial year ended DD-MMM-YYYY thereon.
2. To approve the Directors' fee and other remuneration (if any) as shown in the Annual Financial Statements for the financial year ended DD-MMM-YYYY.
3. To confirm [exemption from appointing of Auditors].
4. To re-elect [Name of Director 1] as Director of the Company.

*and*

5. To transact any other business that may be properly transacted at an Annual General Meeting.

BY ORDER OF THE BOARD

\_\_\_\_\_  
Name: Director 1

Director

Dated: DD-MMM-YYYY