**YOUR COMPANY PTE. LTD.**

Incorporated in the Republic of Singapore

Company No. ########X

(the “Company”)

**DIRECTORS’ RESOLUTIONS IN WRITING PASSED PURSUANT TO THE COMPANY’S CONSTITUTION**

1. **RESIGNATION OF SECRETARY**

**IT WAS RESOLVED THAT** the resignation of \_\_\_\_\_\_\_\_\_ as Secretary of the Company be accepted with effect from the date of his resignation letter as attached.

1. **APPOINTMENT OF SECRETARY**

**IT WAS RESOLVED THAT** the appointment of \_\_\_\_\_\_ as Secretary of the Company be hereby approved with effect from her date of consent to act.

1. **NOTIFICATION AND LODGEMENT**

**IT WAS RESOLVED THAT** all necessary documents and forms be completed, signed and lodged with the Accounting and Corporate Regulatory Authority.

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| --- | --- |
| By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Director 1  Director | By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Director 2  Director |

Dated: 8 April 2019

Secretary’s Name

Address line 1

Address line 2

Postal Code

Date:

The Board of Directors

Company name

Address line 1

Address line 2

Postal Code

Dear Sirs

**NOTICE OF RESIGNATION**

I hereby resign as Secretary of the Company with effect from the date of this letter.

Please take steps to notify the Accounting and Corporate Regulatory Authority accordingly.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary’s Name