

NOTICE OF EXTRAORDINARY GENERAL MEETING FOR CAPITAL INCREASE

Date of Notice: 1st July 2024
To: All Shareholders
[Company Name]
Location: [Meeting Venue Address]
Date & Time of Meeting: 15th July 2024, 10:00 AM

Dear Shareholders,

Notice is hereby given that an Extraordinary General Meeting (EGM) of the shareholders of **[Company Name]** will be held at the above-mentioned location, date, and time to transact the following special business:

Agenda

1. **To consider and, if thought fit, to approve the increase in the authorized share capital of the Company** from [existing capital] to [proposed capital] by such amount and in such manner as the Members may deem fit.
2. To amend the Memorandum and Articles of Association of the Company to reflect the proposed increase in authorized share capital.
3. To authorize the Board of Directors to take all necessary steps to implement the above resolutions, including filing relevant documents with the regulatory authorities.
4. Any other matter with the permission of the Chair.

Notes:

- A member entitled to attend and vote at the EGM may appoint a proxy to attend and vote instead of himself/herself.
- The instrument appointing the proxy must be deposited at the Registered Office of the Company not less than 48 hours before the time of the meeting.
- Only members as of the date of this notice are entitled to attend and vote at the meeting.
- Relevant documents and explanatory statements are available for inspection at the Company's Registered Office during business hours.

By Order of the Board

[Name]
[Designation]
[Company Name]
[Registered Address]

Important Notes:

- This notice must comply with statutory requirements and the company's Articles of Association.
- Ensure all shareholders are notified in accordance with the official communication channels.
- Amendments to capital must be properly filed and approved by relevant regulatory authorities.
- Proxies and authorized representatives should carry proper documentation to the meeting.