

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

- 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.
- To amend the Memorandum and Articles of Association of the Company to reflect the proposed increase in authorized share capital.
- To authorize the Board of Directors to take all necessary steps to implement the above resolutions, including filing relevant documents with the regulatory authorities.
- 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.