

Attendance Record

Audit Committee Meeting Minutes

Meeting Date	June 15, 2024
Time	10:00 AM – 12:00 PM
Venue	Conference Room 2A
Chairperson	Ms. Jessica Lee

Attendance

No.	Name	Designation	Signature	Remarks
1	Jessica Lee	Chairperson		
2	Michael Tan	Member		
3	Sophia Wong	Member		Excused
4	Arjun Patel	Member		
5	Linda Chen	Company Secretary		

Important Notes:

- This attendance record should be attached as part of the official audit committee meeting minutes.
- All attendees are required to sign in the designated column during the meeting.
- Indicate reasons for absence or late arrival in the remarks column.
- Attendance records help to ensure proper corporate governance and regulatory compliance.
- Store signed attendance records securely for audit and reference purposes.