

## SERVICE AGREEMENT

Company Name:

UEN:

## DIRECTOR(S) REPRESENTATION LETTER

We hereby:

- 1) Authorize Little Big Secretary Services Pte Ltd and its designated agents or employees to provide services including filing of Bizfile returns, notice or any lodgement with the Accounting and Corporate Regulatory Authority (“ACRA”) and to communicate with the relevant Government Authorities to facilitate our work and services.
- 2) Declare that the information provided and communicated through all written or verbal form to Little Big Secretary Services Pte Ltd including financial data, company or individual particulars and declaration are accurate and complete to the best of our knowledge and that the signing of all forms and documents by the signing person is signed under my eyes and witness.
- 3) Confirm that where Little Big Secretary Services Pte Ltd has been engaged to prepare the unaudited financial statements, we are fully responsible for the full content of the reports and schedules including all financial statements, notes to financial statements and disclosures required under the laws, tax computation and relevant schedules, Form C, Form C-S, ECI Submission etc. Little Big Secretary Services Pte Ltd duty is solely to prepare the reports based on information provided by us, AND by no means be involved to check, verify or confirm the accuracy, validity and completeness of this information.
- 4) Declare and confirm that should Little Big Secretary Services Pte Ltd be engaged to lodge the Annual Return, the said AGM has been properly convened in accordance with the Companies Act, including sending the necessary notice of AGM to all shareholders, if no waiver of shorter notice is obtained from the Members of the Company. Little Big Secretary Services Pte Ltd reserves the rights to withhold the performance of its services in the absence of a properly signed Management Representation Letter.
- 5) Declare and confirm that Little Big Secretary Services Pte Ltd will not be held responsible for the completeness and accuracy of the Company Registers for the service tenure which Little Big Secretary Services Pte Ltd was not engaged. It is the responsibility of the Director(s) to ensure the completeness and accuracy of the Company Registers prior to handing or taking over the Company Registers to / from Little Big Secretary Services Pte Ltd. The Company will bear the charges for making good the documentation of any incomplete Company Registers handed over to Little Big Secretary Services Pte Ltd.
- 6) Confirm that where Little Big Secretary Services Pte Ltd shall be engaged to prepare all necessary Company Secretary Documents, it shall do so to ensure that it is in good proper order starting from their official ACRA appointment date. Any missing or incomplete notice, resolutions, minutes, company Registers and any others documents that were supposed to be in proper order before that appointment date shall not be the responsibility and duty of Little Big Secretary Services Pte Ltd,

unless so stated otherwise in other service engagement letters / invoices. Little Big Secretary Services Pte Ltd are also not expected to review or to physically take over the existing Company Registers and Company Secretary Documents unless so instructed by way of a service engagement.

7) Agree to fully indemnify and hold Little Big Secretary Services Pte Ltd harmless from and against all claims and liabilities from any parties concerned and from any loss, costs or damages in respect of inaccuracy or incomplete information prepared/filed through the services howsoever arising.

8) Confirm that we are aware of Little Big Secretary Services Pte Ltd's service fees and fees for non-routine services as listed on the website <https://singaporesecretaryservices.com>.

9) This Representation Letter is irrevocable and shall remain in force even after the end of service, Change of Director or Change of Owners. The director(s) who signed on this Representation Letter are authorised to represent the company to do so.

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Date

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