ANNEX B

Outsourcing your Company Secretarial Services to Info-Tech Corporate Services Pte. Ltd.

In this annexure we explain the scope of our Company Secretarial Services.

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1. Appointment as Company Secretary

Info-Tech shall appoint its staff to act as named Company Secretary of the Company pursuant to Section 171 of the Singapore Companies Act and shall:

- Ensure maintenance of statutory records required under the Companies Act.
- Maintain and update company registers.
- Update company records following corporate changes.
- Monitor statutory filing deadlines.
- Maintain electronic copies of corporate records under its custody.

2. Annual Compliance and Statutory Filing Services

Info-Tech shall assist the Company with statutory compliance matters, including:

a) Annual General Meeting (AGM)
- Preparation of AGM documents
- Preparation of AGM resolutions
- Circulation of AGM documents to directors and shareholders
- Documentation of AGM proceedings

b) Annual Return (AR)
- Preparation and filing of Annual Return with ACRA
- Updating company information prior to filing
- Monitoring filing deadline

c) Maintenance of Registers
- Register of Members
- Register of Directors
- Register of Secretaries
- Register of Auditors
- Register of Registrable Controllers (RORC)
- Register of Nominee Directors
- Register of Charges (if applicable)

3. Corporate Changes and Ad-Hoc Secretarial Matters

Info-Tech shall provide corporate secretarial support and assistance to the Company in relation to the following matters:

- Changes of Company Officers
- Changes of Shareholding Structure
- Company Information Changes
- Corporate Restructuring Matters

4. Beneficial Ownership and Regulatory Compliance

Info-Tech shall assist the Company in complying with applicable laws and regulations, including:

a) Register of Registrable Controllers (RORC)
- Establishment and maintenance of RORC
- Collection and verification of controller information
- Periodic review and updating of records

b) Ultimate Beneficial Owner (UBO) Compliance
- Identification of UOBs
- Collection of supporting documentation
- Periodic UBO reviews
- Escalation of discrepancies identified during review

5. Preparation of Corporate Documentation

Info-Tech shall prepare documents as required, including:

- Directors' resolutions in writing
- Shareholders' resolutions
- Meeting notices
- Minutes of meetings
- Share certificates
- Transfer instruments
- Corporate declarations
- Statutory compliance documentation

6. Compliance Monitoring and Corporate Governance Support

Info-Tech shall:

- Remind directors of statutory filing obligations
- Notify the Company of upcoming compliance deadlines
- Advise on routine corporate governance requirements
- Assist directors in understanding statutory obligations under the Companies Act

7. By appointing Info-Tech as the Customer's company secretarial service provider, Info-Tech shall carry out, or appoint one of its employees to carry out, the duties of a company secretary in accordance with Singapore law subject to the scope of work outlined in the agreed quotation between Info-Tech and the Customer.

8. Subject to the scope of services outlined in the agreed quotation, Info-Tech shall only provide company secretarial services to the Customer upon the Customer's request, whether orally or written. In the event that the request was made orally, the Customer shall promptly and as soon as reasonably practicable confirm the same request in writing. Without a valid request in writing, Info-Tech reserves the right to refuse such services.

9. In the event that Info-Tech is required to rectify any errors due to incorrect or incomplete information provided by the Customer, Info-Tech reserves the right to impose additional charges/fees for the time and effort required to amend, refile, or resubmit any filings or documentations as well as the time and effort to liaise with regulatory authorities.

10. In the event that the Customer requests for a service not outlined in the quotation, Info-Tech reserves the right to impose additional charges/fees.