



138 Arab St  
Singapore 199826

[We will insert here the name of the Appointing Party as completed in Your Details]

[We will insert here the registered address of the Appointing Party as completed in Your Details]

Date: [We will insert here the date that this notice is generated]

### Confirmation of Appointment of Process Agent

We, the parties who have signed below, acknowledge and confirm that:

1. [We will insert here the name of the Appointing Party as completed in Your Details], with principal place of business at [we will here the Registered Address of the Appointing Party as completed in Your Details] (the “**Appointing Party**”), has appointed **Process Agent SG Pte. Ltd.** (Singapore UEN No. 202233739W), a company incorporated in Singapore with its registered office address at 138 Arab Street, Singapore 199826 (“**Process Agent SG**”) as its process agent, pursuant to an agreement dated [we will insert here the date of that agreement] (the “**Agreement**”); and
2. pursuant to the Agreement, Process Agent SG has agreed to receive, for and on behalf of the Appointing Party, notices, or service of process in any legal actions or proceedings in Singapore (“**Service**”) in connection with the following transaction documents (“**Transaction Documents**”) and otherwise on the terms and conditions set out in the Agreement:

[we will insert names of each Transaction Document as completed in Your Details].

The Appointing Party, but not Process Agent SG, further acknowledges and agrees that:

3. Service on the Process Agent, in connection with the Transaction Documents, will be deemed to be good and effective service of the relevant notice, writ, legal process, court documents or judgement on it as set out in the Transaction Documents; and
4. if for any reason, the Agreement is terminated or the Process Agent ceases to be able to act as such or no longer has an address in Singapore, the Appointing Party will, within a reasonable time: (i) appoint a replacement process agent, acceptable to each of its counterparties under each of the Transaction Documents (“**each Counterparty**”) and (ii) deliver (a) to each Counterparty and (b) to Process Agent SG, a copy of such replacement process agent’s contact details and acceptance of such appointment.

Yours faithfully,

**Process Agent SG Pte. Ltd.**

\_\_\_\_\_  
Name:

Title:

**[We will insert name of Appointing Party as completed in Your Details]**

\_\_\_\_\_  
Name: [We will insert here the name of the Appointing Party's contact person as completed in Your Details]

Title: [We will insert the designation of the Appointing Party's contact person as completed in Your Details]

SAMPLE