



Template convertible note (KISS terms)

User notes

This note is a convertible instrument that is intended to be used by a start-up to document a seed investment from a third party investor or a bridge financing from existing shareholders.

The terms of the note are substantially based on the *keep-it-simple-security* created by 500 Startups and include some of the *investor friendly* provisions typically included in convertible seed investments in the US and as adopted for other global markets.

This note anticipates that the investment amount is drawn down in one lump sum and is unsecured. The investment amount:

- ▲ automatically converts to equity on the date of a qualifying equity financing
- ▲ is repayable (potentially at a multiple of the outstanding amount) or convertible at the investor's discretion on the occurrence of a liquidity event
- ▲ is repayable or convertible at the investor's discretion at any time following maturity.

This note also anticipates that it may be one of a series of identical notes entered into as part of a seed investment round. In that case, some decisions that relate to the investment round as a whole are to be made by a majority of the investors, rather than by an individual investor.

We recommend that the investors take specialist tax advice before entering into a convertible note of this kind (noting that any tax obligations on conversion will be for the

account of the investor rather than the company).

applicable law

This document is intended for use by companies domiciled in Southeast Asia. Because the laws in each Southeast Asian country are different, you may need to have the document reviewed by a local lawyer. We have suggested (as a placeholder) that the document be subject to Singapore law as this is the most common domicile of tech companies raising capital in Southeast Asia, and Singapore is well respected as a jurisdiction.

Under Singapore securities legislation, a company may not issue (or offer to issue) shares, options or other securities without issuing a prospectus unless it is satisfied that an exclusion applies under the Securities and Futures Act (Cap. 289) in relation to that offer or issue. Please see our guides to *raising seed capital in Southeast Asia* for further information.

using this template

The **User Notes** and the statements in the footer below (all marked in red) are included to assist in the preparation of this document. They are for reference only – you should delete all user notes and the statements in the footer from the final form of your document.

The use of [square brackets] around black text means that:

- ▲ the requested details need to be inserted
- ▲ there are different options for you to consider within a clause
- ▲ the whole clause is optional and you need to consider whether to include it, based on the company's circumstances and the user notes.

Before finalising your document, check for all square brackets to ensure you have considered the relevant option and ensure that all square brackets have been deleted.

If you delete any clauses or schedules, remember to cross reference check the document.

CONVERTIBLE NOTE (KISS TERMS)

DATE

PARTIES

1 **[User note: Use this description if the Investor is a company.] [INSERT NAME OF COMPANY]** (company number [insert]), a company incorporated in [insert] whose registered office is at [insert] (**Investor**)

[User note: Use this description if the Investor is an individual.] [INSERT] (passport/ID number: [insert] of [address]) (**Investor**)

2 **[User note: Use this description for the company receiving the investment.] [INSERT NAME OF COMPANY]** (company number [insert]), a company incorporated in [insert] whose registered office is at [insert] (**Company**)

AGREEMENT

The Investor has agreed to provide to the Company an investment amount of \$[insert] on the terms set out in this convertible note.

SIGNED for and on behalf of **[INSERT**)
NAME OF COMPANY] by:)

Signature of authorised signatory

Print full name of authorised
signatory

[User note: Use the following signature block if the Investor is a company.]

SIGNED for and on behalf of **[INSERT**)
NAME OF COMPANY] by:)

Signature of authorised signatory

Print full name of authorised
signatory

[User note: Use the following signature block if the Investor is an individual.]

SIGNED by **[INSERT NAME OF**)
INDIVIDUAL]:)

Signature

TERMS OF THE NOTE

1 INTERPRETATION

1.1 **Definitions:** In the Note, unless the context requires otherwise:

Definition	Meaning
Business Day	Monday to Friday, other than any public holiday that occurs in [<i>Singapore</i>].
Conversion	the conversion of the Investment Amount, together with all unpaid interest accrued on it (less any tax required to be withheld by law), into Conversion Shares under clause 4.
Conversion Price	<p>▲ for a conversion under clause 4.1, a price per Conversion Share equal to the lower of:</p> <ul style="list-style-type: none"> > the Valuation Cap divided by the Fully Diluted Capitalisation immediately prior to the Qualifying Equity Financing; and > the lowest price per Share at which Shares were issued under the Qualifying Equity Financing, less a discount of [20%]; <p>[User note: Alternatively, the Conversion Price on a Qualifying Equity Financing can be calculated without reference to a valuation cap and/or without a discount to the price per share of the Qualifying Equity Financing.]</p> <p>▲ for a conversion under clause 4.3, a price per Share equal to the Valuation Cap divided by the Fully Diluted Capitalisation immediately prior to the Liquidity Event; and</p> <p>▲ for a conversion under clause 4.4, a price per Share equal to the Valuation Cap divided by the Fully Diluted Capitalisation immediately prior to the Maturity Date.</p>
Conversion Shares	<p>▲ for a Conversion under clause 4.1, the highest class of share in the Company issued under the Qualifying Equity Financing;</p>

- ▲ for a Conversion under clause 4.3, the highest class of share in the Company in issue immediately prior to the Liquidity Event; and
- ▲ for a Conversion under clause 4.4, the highest class of shares in the Company in issue on the Maturity Date.

Drawdown Date the later of [*insert date*] or the date that is two Business Days following the satisfaction or waiver of all of the conditions set out in clause 2.1, or such other date as the parties agree.

Fully Diluted Capitalisation the number of Shares in issue at the relevant time, including:

[User note: Delete the below text in square brackets if the Company is raising money from a single investor.]

- ▲ the number of Shares to be issued on the exercise of any options over, or other rights to be issued, Shares in existence at the relevant time (excluding any conversion of the Investment Amount under the Note [*and any conversion of any other investment amount under any other note in the Series*]); and
- ▲ all Shares reserved and available for future issue under any equity incentive or similar plan of the Company, including any such plan created or increased in connection with a Qualifying Equity Financing.

Insolvency Event has the meaning given in clause 8.1.

Intellectual Property Rights includes copyright and all worldwide rights conferred under statute, common law or equity relating to inventions (including patents), registered and unregistered trade marks and designs, circuit layouts, data and databases, confidential information, know-how, and all other rights resulting from intellectual activity.

Interest Rate [*insert*]% per annum.

Investment Amount \$[*insert amount of the investment*] or the principal amount outstanding from time to time.

Liquidity Event any of the following events:

- ▲ the Company or a shareholder (or shareholders) of the Company enters into a binding agreement with a third party (or a group of associated third parties) on arms'

length terms under which the third party is to acquire (other than by way of a subscription for new Shares) 50% or more of the voting Shares of the Company, and that agreement becomes unconditional;

- ▲ the Company enters into a binding agreement to dispose of all or substantially all of the Company's assets, and that agreement becomes unconditional;
- ▲ the Company enters into a binding agreement to amalgamate with any other company (whether or not it is the continuing company), in a transaction that is in substance the same as those transactions described above, and that agreement becomes unconditional; or
- ▲ the admission of all or any of the Shares or the Securities to the [*Singapore*] stock exchange, or to such other internationally recognised stock exchange of similar or better standing,

provided, however, that a transaction shall not constitute a Liquidity Event if its sole purpose is to change the place of the Company's incorporation or to create a holding company that will be owned in substantially the same proportions by the persons who held the Shares immediately prior to such transaction.

[Majority of Investors]

[User note: Delete the below if the Company is raising money from a single investor.]

[investors representing greater than 50% of the aggregate investment amount outstanding in respect of all of the notes in the Series.]

Maturity Date

the date that is [18] months following the Drawdown Date.

Note

this convertible note, including any schedule attached to it.

Participation Amount

an amount equal to the Investment Amount.

Purpose

[User note: Consider the Purpose carefully. The Company is required to use the Investment Amount received solely for this stated purpose (unless the Investor agrees otherwise).]

[meeting the Company's working capital requirements while seeking to complete a Qualifying Equity Financing].

Qualifying Equity Financing	the next issue or related series of issues by the Company of Shares for capital raising purposes after the date of the Note, under which the Company raises not less than \$[insert] on arms' length terms.
Securities	any Share and any security that may be converted into Shares or that gives the holder of the security the right to have Shares issued to it (including options and warrants).
[Series]	[User note: Delete the below if the Company is raising money from a single investor.] [has the meaning given in clause 3.4.]
Shareholders' Agreement	the existing shareholders' agreement (or subscription and shareholders' agreement) between the Company and all of the shareholders of the Company (if any).
Shares	shares in the Company.
Valuation Cap	[User note: Consider the appropriate valuation cap carefully. The amount of the valuation cap divided by the number of shares in issue in the Company at the relevant time is the price per share at which the Investment Amount will convert to Conversion Shares on maturity or on the occurrence of a Liquidity Event (if the Investor elects to convert). On the occurrence of a Qualifying Equity Financing the price per share determined by the valuation cap is the highest price at which the Investment Amount will automatically convert to Conversion Shares (noting that the Investment Amount will automatically convert at a lower price per share if the equity financing is undertaken at a valuation that is lower than the valuation cap, after applying the discount set out in the definition of Conversion Price).] \$[insert valuation cap on conversion].

1.2 Interpretation:

- a A reference to:
- i a **clause** or a **schedule** is to a clause in or a schedule to the Note;
 - ii a **person** includes a body corporate, an association of persons (whether corporate or not), a trust, governmental or other regulatory body, authority or entity, in each case whether or not having a separate legal personality;

- iii **including** and similar words do not imply any limitation;
 - iv a **statute** includes references to that statute as amended or replaced from time to time;
 - v a **party** is a reference to a party to the Note, and includes that party's permitted successors and permitted assigns; and
 - vi **\$** or **dollars** are to [*Singapore*] currency.
- b The **headings** in the Note are for convenience only and have no legal effect.
 - c The **singular** includes the plural and vice versa.

2 CONDITIONS

2.1 **Conditions:** The Note is conditional on:

- a the Company delivering to the Investor all resolutions of the directors and/or shareholders of the Company as are necessary to authorise, and waive any rights of pre-emption relating to, the execution of the Note and the issue of the Conversion Shares on conversion of the Investment Amount in accordance with the Note [*; and*]

[User note: Delete clause 2.1b below if the Company is raising money from a single investor, or if there is no minimum investment amount to be raised.]

- b [*the Company entering into a series of notes with other investors on terms that are, except for the Investment Amount, substantially the same as the Note and under which the aggregate investment amount payable to the Company in connection with those notes, plus the Investment Amount, is at least \$[insert the minimum aggregate investment amount required in order for the Company and the Investor to proceed]*].

2.2 **Non-fulfilment:** If the conditions in clause 2.1 are not satisfied or waived by both parties in writing on or before the date that is [*30 days*] following the date of the Note, the Investor or the Company may terminate the Note by written notice to the other. If the Note is cancelled in accordance with this clause 2.2, no party will have any obligation to any other party other than for a breach of the Note occurring before termination.

3 INVESTMENT AMOUNT AND TERMS OF THE NOTE

3.1 **Investment Amount:** The Investor must make the Investment Amount available to the Company in one drawing only on the terms set out in the Note.

3.2 **Drawdown:** The Investor must pay the full amount of the Investment Amount to the Company on the Drawdown Date in cleared funds into the nominated account of the Company.

3.3 **Purpose:** The Company must use all amounts drawn down only for the Purpose or for any other purpose approved by the [*Investor/Majority of Investors*].

[User note: Delete the below if the Company is raising money from a single investor.]

- 3.4 **[Series of notes:** *The Note is one of a series of notes which may be entered into by the Company with other investors on terms that are substantially the same as the Note (except for the Investment Amount and (in some cases) the Drawdown Date) (Series). The total capital raised under the Series may be up to \$[insert] and the other notes in the Series may be entered into at any time up to [insert date] (and the Company may have entered into some or all of those other notes as at the date of the Note).*]

4 CONVERSION

- 4.1 **Qualifying Equity Financing:** On the date of a Qualifying Equity Financing, the Investment Amount, together with all unpaid interest accrued on it (less any tax required to be withheld by law), is to automatically convert into Conversion Shares by applying that amount to subscribe for Conversion Shares at the Conversion Price.
- 4.2 **Conversion documentation:** The Investor must execute any agreements, resolutions and/or other documents (including any subscription agreement or shareholders' agreement) that are required to be executed by the Investor in order to complete a Qualifying Equity Financing and/or record the Conversion contemplated by clause 4.1, provided that the terms of issue of the Conversion Shares are in accordance with clause 4.5.
- 4.3 **Liquidity Event:** If a Liquidity Event occurs, the *[Investor/Majority of Investors]* may elect to convert the Investment Amount *[and all other investment amounts under the Series]*, together with all unpaid interest accrued (less any tax required to be withheld by law), into Conversion Shares on the date of the Liquidity Event by applying that amount to subscribe for Conversion Shares at the Conversion Price. If the *[Investor/Majority of Investors]* *[does/do]* not elect to convert the Investment Amount to Conversion Shares, the Company must repay to the Investor the Investment Amount **[User note: The right of an Investor to be repaid an amount equal to two times their Investment Amount on the occurrence of a Liquidity Event (if the Investor does not elect to convert) is included in the 500 Startups standard document on which this note is based. However, in our experience it is often negotiated out in favour of the Investor simply being repaid their original Investment Amount.]** *[plus an additional amount equal to one times the Investment Amount]*, plus all unpaid interest accrued on the Investment Amount (less any tax required to be withheld by law) within 20 Business Days of the date of the Liquidity Event.
- 4.4 **Maturity conversion:** At any time on or after the Maturity Date, the *[Investor/Majority of Investors]* may elect, by written notice to the Company, to convert the Investment Amount *[and all other investment amounts under the Series]*, together with all unpaid interest accrued (less any tax required to be withheld by law), into Conversion Shares by applying that amount to subscribe for Conversion Shares at the Conversion Price.
- 4.5 **Terms of issue of Conversion Shares:** Conversion Shares issued as a consequence of a Conversion will rank for dividends from the date they are issued and will otherwise rank equally in all respects with the other Shares of the same class then in issue, except that in the case of

a Conversion in accordance with clause 4.1, any price based anti-dilution rights, dividend rights, or liquidation preferences may be amended (at the discretion of the Company) so as to reflect the Conversion Price.

- 4.6 **Notice of Qualifying Equity Financing or Liquidity Event:** The Company must provide the Investor with written notice of:
- a the terms of a Qualifying Equity Financing at least 5 Business Days prior to the closing of the Qualifying Equity Financing; and
 - b a Liquidity Event at least 10 Business Days prior to the occurrence of the Liquidity Event.
- 4.7 **Governing documents following a Liquidity Event or the Maturity Date:** Any Conversion Shares issued in accordance with clause 4.3 or 4.4 are to be issued subject to the terms of any constitution of the Company and any Shareholders' Agreement in force as at the date of issue of the Conversion Shares. Immediately following the issue of any Conversion Shares, the Investor must execute a deed of accession to the Shareholders' Agreement, agreeing to be bound by its terms.
- 4.8 **Fractional entitlements:** The number of Conversion Shares to be issued to the Investor must be rounded up to the nearest whole number if there is a fractional entitlement.
- 4.9 **Adjustment:** If there is any bonus issue, consolidation or subdivision of any Shares or any reduction or cancellation of share capital (or any similar reorganisation of the capital of the Company), the Conversion Price must be adjusted by the Company, if necessary, to ensure that the economic effect of the Conversion remains the same.

5 INTEREST

Interest on the Investment Amount is to accrue and compound annually at the Interest Rate. The Company must pay the accrued interest on the Investment Amount (less any tax required to be withheld by law) on the date of repayment of the Investment Amount.

6 REPAYMENT AND PREPAYMENT

- 6.1 **Repayment of Investment Amount:** The Company must repay the Investment Amount, together with all interest accrued on it (less any tax required to be withheld by law), within 5 Business Days after receipt of a written demand from the [*Investor/Majority of Investors*], provided that the [*Investor/Majority of Investors*] must not make a demand under this clause before the Maturity Date.

[User note: Clause 6.2 prohibits the prepayment of the Investment Amount by the Company before the maturity of the Investment Amount. This is a critical feature of the note as it ensures that the principal of the Investment Amount will convert to equity in the Company unless the Investor elects otherwise on the occurrence of a Liquidity Event

or at maturity. The Company does have the option of repaying the interest that accrues on the Investment Amount at any time prior to a conversion.]

- 6.2 **No prepayment of Investment Amount:** The Company may not prepay all or any part of the Investment Amount prior to the date that is 5 Business Days following the Maturity Date. The Company may prepay all or any part of the interest accrued on the Investment Amount (less any tax required to be withheld by law) at any time after the Drawdown Date.

7 COMPANY'S UNDERTAKINGS

While the Investment Amount is outstanding, the Company:

- a must notify the Investor promptly in writing upon the occurrence of an Insolvency Event and provide a statement of steps being taken to remedy the Insolvency Event; and
- b must not, unless approved in writing by the *[Investor/Majority of Investors]*:
 - i make any material change to the business carried on by it at the date of the Note; or
 - ii pay any dividend or make any other distributions in respect of its Shares.

8 INSOLVENCY EVENTS

8.1 **Default:** An **Insolvency Event** occurs if:

- a an order is made, resolution passed or legal proceedings issued (other than a proceeding which is vexatious or frivolous), or corporate action is taken, notice given or other step taken for the winding up or liquidation of the Company;
- b a liquidator, receiver, manager, administrator, inspector, trustee or other similar person is appointed in respect of the Company or some or all of its assets;
- c any distress, attachment, or execution is levied, issued, enforced or obtained on or against all or a material part of the Company's assets;
- d any security over all of the assets of the Company is enforced;
- e the Company suspends, stops, or threatens to suspend or stop payment of a material part of its debts;
- f the Company commences negotiations or takes any proceedings for the general deferral, readjustment or rescheduling of its indebtedness, or a material part of its indebtedness;
- g the Company makes, or proposes to make, any assignment, arrangement or composition for the benefit of its creditors generally;
- h the Company ceases or threatens to cease to carry on all or substantially all of its business or operations; or

i any event occurs that is in substance the same as those in clause 8.1a to 8.1h above.

8.2 **Acceleration:** The Investor may, by written notice to the Company at any time after the occurrence of an Insolvency Event, declare the Investment Amount, together with all interest accrued on it, due and payable. Following receipt of that notice from the Investor, the Company must immediately repay the Investment Amount together with all interest accrued on it (less any tax required to be withheld by law).

9 WARRANTIES

9.1 **Mutual warranties:** Each party represents and warrants to the other that the following is true as at the date of the Note:

- a if it is a company, it is duly incorporated and validly existing under the laws of [Singapore];
- b it has the power, and, if it is a company, has taken all necessary action (including the passing of all resolutions and obtaining any necessary consents) to enter into, execute and deliver, and exercise its rights, and perform its obligations, under the Note; and
- c it has validly executed and delivered the Note and its obligations under the Note are legal, valid and binding and the Note is enforceable against it in accordance with its terms.

9.2 **Company warranties:** The Company warrants to the Investor that the following is true as at the date of the Note:

- a as far as the Company is aware, the Company owns or is legally entitled to use all Intellectual Property Rights used in the conduct of its business;
- b as far as the Company is aware, the business of the Company does not infringe any Intellectual Property Rights of any other person and, as far as the Company is aware, no claims relating to Intellectual Property Rights used by the Company are pending or threatened by any third party;
- c the Company is not a party to any legal proceedings, arbitration, or statutory or governmental inquiry of any kind, nor is the Company aware of any such legal proceedings, arbitration or inquiry, pending or threatened against the Company; and
- d as far as the Company is aware, there is not any existing cause of action, or facts or circumstances that could be used for commencing legal proceedings, either civil or criminal, against the Company that could prevent or materially alter or delay any of the transactions contemplated by the Note.

9.3 **Exclusions from warranty claims:** No facts or circumstances will give rise to a claim by the Investor against the Company under clause 9.2 to the extent that those facts or circumstances:

- a were fairly disclosed in Schedule 2;

- b were available on a public register, file or record maintained by the [*Accounting and Regulatory Authority and the Intellectual Property Office of Singapore*] as at the date of the Note; or
- c arose because of an action taken by the Company with the [*Investor's/Majority of Investors*] prior written consent.

- 9.4 **Timing:** The Company will have no obligation to the Investor in respect of any claim under clause 9.2 unless written notice of that claim is given to the Company within 12 months of the date of the Note.
- 9.5 **Aggregate maximum liability:** The Company's aggregate liability to the Investor in respect of a breach of any of the warranties set out in clause 9.2 will be limited to the Investment Amount.

10 ADDITIONAL INVESTOR RIGHTS

[User note: Investors contributing high Investment Amounts may expect additional information, control or protection rights. A non-exhaustive list of potential additional rights are set out in clauses 10.2 to 10.4 below. The Company should carefully consider what additional rights (if any) may be appropriate in the circumstances.]

- 10.1 **Additional rights:** The Investor is to have the rights set out in this clause 10 (**Additional Rights**) only if the Investment Amount is equal to or exceeds \$[*insert the minimum Investment Amount in respect of which the Investor is to receive the additional rights set out below*].
- 10.2 **[Regular reporting:** *If the Investor has the Additional Rights, the Company must provide the following high level reports to the Investor within 10 Business Days following the end of each quarter:*
- a *a summary financial report setting out the Company's revenue and cash expenditure for the most recently completed quarter and its remaining cash runway; and*
 - b *a management report covering the key discoveries, successes and learnings of the Company.]*
- 10.3 **[Financial statements:** *If the Investor has the Additional Rights, the Company must ensure that it provides to the Investor, within 60 Business Days from the end of the Company's financial year, financial statements for that year prepared in accordance with accounting principles, standards and practices generally accepted in [Singapore].]*
- 10.4 **[Pre-emptive rights:**
- a *Subject to clauses 10.4c, 10.4d and 10.4e, if the Investor has the Additional Rights, each time the Company proposes to offer new Securities in the Company (other than Securities issued to employees, directors or service providers as part of any employee share option plan or similar, or any notes that are issued as part of the Series), the Investor is to have the right to participate in that offer, on the same terms and at the same price per new Security as all other recipients of the offer, by purchasing up to that*

number of the new Securities that are valued (in aggregate and based on the price per new Security) at the Participation Amount.

- b *The Company must provide a written notice to the Investor in respect of any proposed issue of new Securities in the Company specifying:*
 - i *the number, class and terms of the new Securities offered, including the issue price and the maximum number of new Securities that the Investor is entitled to purchase (calculated in accordance with clause 10.4a); and*
 - ii *the date (being not less than 7 days nor more than 28 days after the date of the written notice) by which the Investor must give an acceptance notice in writing to the Company stating whether the Investor wishes to purchase the Investor's entitlement or some lesser number of new Securities.*
- c *The Investor has no right to be offered or issued any new Securities under this clause 10.4 unless the Company is satisfied (acting reasonably) that any offer or issue of new Securities to the Investor will be exempt from compliance with relevant securities legislation.*
- d *If the constitution or articles of association of the Company includes pre-emptive rights that require the new Securities to be offered to some or all of the existing shareholders of the Company, then the new Securities must first be offered to those shareholders in accordance with the constitution or articles of association of the Company before being offered to the Investor in accordance with this clause 10.4.*
- e *The pre-emptive rights in this clause 10.4 may be waived by agreement of the [Investor/Majority of Investors] in writing.]*

11 GENERAL

[User note: Delete clause 11.1 below if the Company does not wish to provide a “most favoured nation” clause (i.e. a right for the Investor to exchange the terms of this note for the terms of any other convertible instrument issued after the date of this note).]

- 11.1 **[Subsequent instruments:** *If the Company issues any convertible instrument (other than Securities issued to employees, directors or service providers as part of any employee share option plan or similar) (**Subsequent Instrument**) at any time during the period following the date of the Note and prior to the earlier of any Conversion, Liquidity Event, or repayment in full of the Investment Amount and all accrued interest, the Company must provide the Investor with written notice of the terms of the Subsequent Instrument (including the conversion price) within 5 Business Days of the date of issue of the Subsequent Instrument. The Investor may elect, by written notice to the Company no later than 20 Business Days following the date of issue of the Subsequent Instrument, to exchange the terms of the Note for the terms of the Subsequent Instrument (except that the Investment Amount is to remain as set out in the Note in all cases).]*

11.2 **Confidentiality:** Each party must keep the Note and information it receives about the Company and its business in connection with the Note (**Confidential Information**) confidential, and must not use or disclose that Confidential Information without the prior written consent of the other party except to the extent that:

- a disclosure is required by law;
- b the relevant information is already in the public domain;
- c it is reasonably required to obtain professional advice; or
- d it is reasonably necessary in connection with any proposed:
 - ▲ financing of that party;
 - ▲ sale of that party's interest in the Company; or
 - ▲ sale of all or part of the business of, or the shares in, that party,

and the party receiving the Confidential Information has entered into confidentiality undertakings substantially the same as those set out in this clause.

11.3 **Notices:** All notices and communications given under the Note must be in writing and must be delivered personally, sent by post or sent by email to the address or email address set out in Schedule 1 (or at such other address as notified from time to time by the party changing its address).

11.4 **Time of service:** Any notice given under the Note will be deemed to be validly given:

- a in the case of delivery, when received;
- b in the case of posting, on the second day following the date of posting; or
- c if emailed, one hour after the email is sent unless a return email is received by the sender within that one hour period stating that the addressee's email address is wrong or that the message cannot be delivered,

provided that any notice received after 5 pm on a Business Day or on any day that is not a Business Day will be deemed to have been received on the next Business Day.

11.5 **Entire agreement:** The Note contains all of the terms, representations and warranties made between the parties relating to the matters dealt with in the Note and supersedes and cancels all prior discussions and agreements covering the subject matter of the Note. The parties have not relied on any representation, warranty or agreement relating to the matters dealt with in the Note that is not expressly set out in the Note, and no such representation, warranty or agreement has any effect from the date of the Note.

11.6 **Further assurances:** The parties must each sign all further documents, pass all resolutions and do all further things as may be necessary or desirable to give effect to the Note.

- 11.7 **Amendment:** **[User note: Use the following if the Company is raising money from a single investor.]***[The Note may only be amended by agreement of the parties in writing.]* **[User note: Use the following if the Company is entering into a series of agreements with multiple investors.]***[Each of the notes in the Series are separate notes. However, any term of all of the notes in the Series may be amended and any term of all of the notes in the Series may be waived, by agreement of the Company and the Majority of Investors in writing, except that clauses 2, 6.2, 9, 10 (if and only if the Investor has the Additional Rights, and subject to clause 10.4e), and 11 may not be amended or waived without the written consent of the Investor. Any waiver or amendment in accordance with this clause 11.7 is binding on the Company and each current and future investor in the Series.]*
- 11.8 **Waiver:** No exercise or failure to exercise or delay in exercising any right or remedy will constitute a waiver by that party of that or any other right or remedy available to it.
- 11.9 **No assignment:** No party may assign any of its rights or obligations under the Note without the prior written consent of the other party.
- 11.10 **Costs:** Except as otherwise provided in the Note, the parties will meet their own costs relating to the negotiation, preparation and implementation of the Note.
- 11.11 **Partial invalidity:** If any provision of the Note becomes invalid or unenforceable to any extent, the remainder of the Note and its application will not be affected and will remain enforceable to the greatest extent permitted by law.
- 11.12 **Signature:** The Note may be executed in two or more counterparts, each of which is deemed an original and all of which constitute the same Note. A party may enter into the Note by signing and sending (including by email) a counterpart copy to each other party.

12 GOVERNING LAW

This Note, and any non-contractual obligations arising from or in connection with it, will be governed by, and interpreted in accordance with, the laws of *[Singapore]*.

[User note: The clauses below provide that disputes that are not settled will be referred to the Singapore International Arbitration Centre (SIAC). SIAC is seen as a leading venue for the holding of commercial arbitration and is used by companies across Southeast Asia.]

13 [DISPUTE RESOLUTION]

- 13.1 **Dispute:** *If any dispute, controversy or claim (**Dispute**) arises out of or relating to this Agreement, or to the interpretation, breach, termination or validity of this Agreement, the parties to the Dispute (**Disputing Parties**) must use their best efforts to resolve the Dispute through consultation or mediation. The consultation or mediation between the Disputing Parties must begin as soon as practicable after one Disputing Party has delivered to the other Disputing Party or Parties a written notice setting out the matter of the Dispute (**Dispute Notice**).*

- 13.2 **Arbitration:** *If a Dispute is not settled under clause 13.1 within 30 days after the date of the relevant Dispute Notice, the Dispute must be referred to and resolved by arbitration in Singapore in accordance with the Rules of the Singapore International Arbitration Centre (**SIAC Rules** and **SIAC** respectively). The tribunal will consist of one arbitrator, to be appointed by the President of the SIAC. The language of the arbitration will be English.*
- 13.3 **SIAC Rules:** *The SIAC Rules are deemed to be incorporated by reference in this clause 13. However, to the extent that the SIAC Rules are in conflict with the provisions of this clause 13, the provisions of this clause 13 will prevail.]*

SCHEDULE 1**Details for notices**

Company	
Contact Name:	[insert]
Address:	[insert]
Email address:	[insert]

Investor	
Contact Name:	[insert]
Address:	[insert]
Email address:	[insert]

SCHEDULE 2

Disclosures

The Company delivers this Schedule of disclosures to the Company's warranties given in the Note. This Schedule of disclosures and the information and disclosures contained in it are intended only to qualify and limit the warranties of the Company contained in the Note, and are not to be deemed to expand in any way the scope or effect of any of the warranties. The clause numbers in this Schedule of disclosures correspond to the clause numbers in the body of the Note; *provided, however*, that any information disclosed under any clause number is deemed to have been disclosed and incorporated in any other clause of the Note where that disclosure would be appropriate. Disclosure of any information or document in this Schedule is not a statement or admission that it is material or required to be disclosed. References to any document do not purport to be complete and are qualified in their entirety by the document itself. Capitalised terms used but not defined in this Schedule have the same meanings given to them in the Note.

[User note: Insert any disclosures the Company wishes to make against the warranties in clause 9.2.]

Clause	Disclosure
[insert]	[insert]