

[NAME OF COMPANY] LIMITED

MINUTES of a Meeting of the Board of Directors of [NAME OF COMPANY] LIMITED (the **Company**)

Held at: [INSERT ADDRESS]

Date and time: [INSERT DATE AND TIME]

Directors present

LIST DIRECTOR

[NAME] (Chair)

[NAME]

[NAME], attend

1 Chair

[NAME]

2 Notice

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directors.

2.2 The cha
present
open.

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the meeting

3 Change

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4 Filing a

4.1 The cha

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5 Close

The cha



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Chair