

[NAME OF COMPANY] LIMITED

MINUTES of a General Meeting of the [NAME OF COMPANY] LIMITED (the Company)

Held at: [INSERT ADDRESS]

Date and time: [INSERT DATE AND TIME]

Shareholders present:

[LIST MEMBERS REPRESENTATI

RATE

[NAME]

[NAME]

[NAME] (by [NA

In attendance:

[LIST ANY OTH DIRECTORS WH

ARY,

1 Chair

[NAME]

2 Quorum

2.1 The cha present open.

quorum was the meeting

3 Notice

3.1 The not

3.2 [The ch the righ notice.]

company having held on short

4 Busine

4.1 The cha resoluti

Followir was [ur against



ing as [a special, the resolution [NUMBER] votes

[REPEAT PARAC

ONS]

5 Close

The chair closed the meeting.

..... Chair