

ON THE LETTERHEAD OF THE COMPANY

MINUTES OF MEETING OF THE DIRECTORS

Opening:

Minutes of Meeting of the Board of Directors of [Company's Name], duly called and held on _____, held at _____, from _____ to _____.

Attendance:

- 1.
- 2.
- 3.
- 4.

With the approval of the directors in attendance, _____ acted as the Chairman of the meeting, and _____ recorded the minutes.

On the motions duly made and seconded, it was voted that:

- 1.
- 2.
- 3.

There being no further business to transact at the time, it was voted to adjourn the meeting.

Date: _____

Signed by:

Secretary

Chairman