

ON THE LETTERHEAD OF THE COMPANY

MINUTES OF THE ANNUAL GENERAL MEETING

OPENING:

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

PRESENT:

- 1.
- 2.
- 3.

MEMBERS' ATTENDANCE:

A total of _____ members were present at the AGM, whose names are recorded in the attendance register.

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

CALL TO ORDER:

The Chairman called the AGM to order at _____.

NOTICE OF THE MEETING:

The Chairman enquired whether there were any objections to the validity of the meeting, to which none of the attendees answered in affirmative. The Chairman then informed that as there were no objections to the validity of the meeting, the notice of the meeting will be taken as read.

DETERMINATION OF QUORUM:

The Executive Director confirmed that the quorum was present.

MINUTES OF PREVIOUS ANNUAL GENERAL MEETING HELD ON

_____:

The minutes of the Annual General Meeting held on _____ were taken to be read, and approved.

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CHAIRMAN'S ADDRESS:

1. [Summary of Address]
- 2.
- 3.

ANNUAL REPORT AND FINANCIAL STATEMENTS OF THE COMPANY:

1. [Summary of discussion]
- 2.
- 3.

ELECTION/APPOINTMENT OF OFFICERS:

1. [Summary of proceedings]
- 2.
- 3.

SPECIAL BUSINESS:

1. [Summary of discussion]
- 2.
- 3.

ANY OTHER BUSINESS:

1. [Summary of discussion]
- 2.
- 3.

CLOSE OF MEETING:

The Chairman thanked all the members for attending the meeting. There being no other business to discuss, the meeting was adjourned at

_____.

Minutes Recorded by: _____

Minutes Approved by: _____