

ON THE LETTERHEAD OF THE COMPANY

MINUTES OF THE EXTRAORDINARY GENERAL MEETING

OPENING:

Minutes of the Extraordinary 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 EOGM, 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 EOGM 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.

SPECIAL BUSINESS:

1. [Summary of discussion and result of voting]
- 2.

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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: _____