

**MINUTES OF ANNUAL GENERAL MEETING OF
[NAME OF COMPANY]
(THE "COMPANY")**

Minutes of the Annual General Meeting of the Company held at _____ [insert address]
on _____ [insert date] at _____ AM / PM.

Present: _____, chairperson
_____, secretary
[list all attendees]

In attendance: [list any parties present at the meeting but who are not entitled to vote]

1. The Chairperson [*choose appropriate phrase: confirmed that notice of the meeting had been given to all members of the Company having a right to attend and vote at the meeting / announced that consents to the meeting being held at short notice had been received from all members of the Company having a right to attend and vote at the meeting*].
2. The Chairperson declared a quorum was present.
3. It was unanimously agreed that the notice convening the meeting had been properly issued.
4. The Chairperson submitted the Company's financial statements for the period ending _____ [insert date] together with the balance sheet and accounts for the period, and the accounts as submitted to the meeting were read and approved.
5. It was resolved that the financial statements for the year ending _____ [insert date] be declared on the ordinary shares in respect of the year of the Company to be _____ of _____ each in the capital of the Company payable on _____ [insert date] to the holders of ordinary shares registered at the close of business on _____ [insert date].
6. It was resolved that _____ [insert name of auditors] be re-appointed auditors of the Company at the next general meeting at which accounts are laid before the Company, at a fee to be determined by the Board of Directors.
7. It was resolved that the following director(s) retiring by rotation be re-elected as director(s) of the Company:
[list name(s)]
8. It was resolved that the appointment of _____ [insert name of interim director appointed during the year, if any – if none, delete this paragraph] to the Board on _____ [insert date] be ratified.
9. All of the business to be conducted having been dealt with, the meeting then concluded.

Chairperson

Secretary