

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

Minutes of an extraordinary 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 _____ of the meeting had been given to all members of the Company having a right to attend and vote and that _____ announced that consents to the meeting by _____ and notice had been received from _____ members of the Company having a right to attend and vote at the meeting.
2. The Chairperson _____ a quorum was present.
3. It was _____ly resolved that _____ notice convening the meeting should be taken as read.
The Chairperson proposed the following resolution as an ordinary / special resolution of the Company:
_____ of resolution
The Chairperson put the resolution to the meeting, took the vote on a show of hands and declared the resolution passed as an ordinary / special resolution of the Company.
6. There being no further business, the meeting then concluded.

Chairperson

Secretary

NOTE:

If a poll is demanded in accordance with the articles, the resolution cannot be passed or blocked on a show of hands.