MINUTES OF AUDIT COMMITTEE MEETING

MINUTES of a meeting of the Audit Committee of _____ *(insert name of corporation)* held at _____, *(insert city)* _____ *(insert state)* on the ___ day of _____, _____, at the hour of _____ a.m./p.m. *(delete inapplicable)*

1. Present

_____ _____
Name Name

_____ _____
Name Name

constituting a quorum of the Committee. Also present at the invitation of the Committee was _____ *(insert name of invitee)* _____, *(insert name of accounting firm)* Chartered Accountants, auditors of the Corporation.

SAMPLE PREVIEW

2. Chairman and Secretary

_____ *(insert name)* the Chairman of the Audit Committee, acted as Chairman of the meeting and _____, *(insert name)* Secretary of the Corporation, recorded the minutes hereof.

3. Notice and Quorum

A Waiver of Notice of the meeting having been signed by all the members of the Audit Committee and a quorum being personally present, the Chairman declared the meeting properly called and validly constituted for the transaction of business and directed that a copy of the Waiver of Notice to the meeting be appended to these minutes.

4. Financial Statements

The Chairman then tabled a copy of the draft financial statements of the Corporation as at _____, *(insert date)* as prepared by _____ *(insert name of person/company)* and audited by the auditors of the Corporation as stated in section 1 herein, a copy of which statements are annexed hereto as Schedule "A", which were reviewed by the Committee.

THIS IS A 2-PAGE FORM.