

("Company")

**Minutes of meeting of Directors**

**Date:**

**Time:**

**Place:**

<b>Present:</b>	<b>Name</b>	<b>Capacity</b>
	[insert name of chairperson]	Chairperson
	[insert name of director]	Director

**In attendance:**

[insert name of secretary]	Secretary
[insert name of attendee]	[insert capacity]

**Apologies:**

[insert names of absentees]

The Chairperson noted the following:

**Notice**

Due notice of the meeting had been given to all Directors, in accordance with the Company's Memorandum and Articles of Association.

**Quorum**

A quorum was present.

**Use of technology**

All Directors had consented to hold the meeting by and none had withdrawn consent within a reasonable period before the meeting.

## Directors interests

The following Director(s) gave notice of the following interest(s) in accordance with the Company's Memorandum and Articles of Association:

The notice was tabled.

[Name of director(s)], having a material personal interest in , complied with the Company's Memorandum and Articles of Association and [was/were] not present while the matter was considered and did not vote on Resolution(s) [XX].

## BUSINESS

### 1 Appointment of a Liquidator

1.1 Documents tabled: a draft liquidation document from the Company to (the "**Liquidator**"), to execute (the "**Documents**")

1.2 It was resolved: to appoint the liquidator, as set out in the Liquidation, as Attorney of the Company to handle the liquidation process and the dissolution of the company and to execute the Documents.

### 1 Appointment of Attorneys

1.1 Documents tabled: a draft liquidation document from the Company to (the "**Liquidator**"), , to execute (the "**Documents**")

1.2 It was resolved: to appoint the Attorneys , as Attorney of the Company to handle the liquidation process and the dissolution of the company and to execute the Documents.

### 2. Closing of Meeting

There being no further business the Chairman declared the meeting closed.

Signed as a correct record.

..... Date: .....  
Signature of Chairperson

.....  
Name of Chairperson

.....  
Signature of director

.....  
Name of director

.....  
Signature of director

[insert enough signing spaces for each director]