

(“Company”)

Minutes of meeting of Directors

Date:

Time:

Place:

Present:	Name	Capacity
	[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All Directors had consented to hold the meeting by and none had withdrawn consent within a reasonable period before the meeting.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 Deregister the Company

1.1 It was reported that:

- (a) all member(s) of the Company have passed a resolution, agreeing to the deregistration of the Company;
- (b) the Company has no outstanding liabilities;
- (c) the Company has never commenced business or operation since incorporation nor acquired any assets;
- (c) the Company has ceased to carry on business or ceased operation for more than 3 months immediately before application for deregistration;
- (d) a shareholders' resolution is passed to deregister the company.

1.2 **It was resolved** that:

- (a) an application for the deregistration of the Company should be made to the Registrar of Companies in the prescribed form;
- (b) any Director of the Company is authorised to execute and lodge the application for deregistration and to apply for the deregistration on behalf of the Company at the Inland Revenue Department / Tax Office and the Companies Registry; and
- (c) any Director or Secretary is authorised to execute any documents and perform any other acts on behalf of the Company which are necessary or desirable to give effect to the deregistration of the Company; and
- (d) the directors nominate to receive notice of the deregistration.

2 The meeting then 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]