

("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All Directors had consented to hold the meeting by and none had withdrawn consent within a reasonable period before the meeting.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 Appointment of an Attorney

1.1 Documents tabled: a draft power of attorney from the Company to (the "**Attorney**"), to execute (the "**Documents**")

1.2 It was resolved: to appoint the Attorney, as set out in the Power of Attorney, as Attorney of the Company to execute the Documents.

1 Appointment of Attorneys

1.1 Documents tabled: a draft power of attorney from the Company to (the "**Attorneys**"), , to execute (the "**Documents**")

1.2 It was resolved: to appoint the Attorneys , as set out in the Power of Attorney, as Attorney(s) of the Company to execute the Documents.

1 Revocation of Power of Attorney

1.1 It was reported that the Company wishes to revoke the Power of Attorney to for execution of ("**Power of Attorney**").

1.2 It was resolved:

(a) that the Power of Attorney is revoked with effect from ; and

(b) any officer of the Company is authorised to execute and send a deed of revocation to each attorney named in the Power of Attorney and a request to return to the Company the original Power of Attorney and any copies in the attorney's possession.

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]