**The Minutes Of The Meeting Of The Board Of Directors Of The \_\_\_\_\_\_\_\_\_\_\_ (Name Of Company) Held On \_\_\_\_\_\_\_\_\_\_ (Date). In Which The Requisite Quorum Was Presented**

**Present**

1. Mr. \_\_\_\_\_\_\_\_\_ Director

2. Mr. \_\_\_\_\_\_\_\_\_ Director

**1. APPOINTMENT OF CHAIRMAN:**

Mr. \_\_\_\_\_\_\_\_\_ was requested to take the Chair.

**2. LEAVE OF ABSENCE:**

Leave of absence was granted to Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Mr.\_\_\_\_\_\_\_\_\_ Directors of the Company who expressed their inability to attend the meeting due to their preoccupation elsewhere.

**3. CONFIRMATION OF MINUTES OF LAST BOARD MEETING:**

Minutes of the meeting of the Board held on \_\_\_\_\_\_\_\_\_\_\_\_ (Date of last Board meeting) were read, approved and signed by the Chairman.

**4. OPENING OF BANK ACCOUNT**

The Chairman informed the Board for opening of bank account in the name of the Company. In this connection the following resolution was passed:

"RESOLVED THAT a Current Account in the name of the Company with Punjab National Bank at Connaught Place, New Delhi and the said Bank be an is hereby authorised to honour all cheques, drafts, bills of exchange, promissory notes and other negotiable instrument, signed drawn, accepted or made on behalf of the Company by Mr. \_\_\_\_\_\_\_\_\_, Director of the Company and to act on any instructions so given relating to the said banking account whether the same be overdrawn or not or relating to any transaction of the Company."

**5. VOTE OF THANKS**

There being no other business to transact, the meeting ended with a vote of thanks to the chair.

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CHAIRMAN**