**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**

1. Mr. \_\_\_\_\_\_\_\_\_ Director2. 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ were read, approved and signed by the Chairman.

4. APPOINTMENT OF ADDITIONAL DIRECTORS.

The Chairman suggested that to broad base the board and to enrich the company with more professional expertise, it is desirable to induct some additional directors in the Company. Mr. Mr. \_\_\_\_\_\_\_\_\_ then proposed the names of Mr. \_\_\_\_\_\_\_\_\_\_\_\_ and Mr. \_\_\_\_\_\_\_\_\_\_\_\_ for appointment as additional directors. The matter was discussed and it was decided to appoint these persons as additional directors. The following resolutions were passed in this connection:

"RESOLVED THAT Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_ be and is hereby appointed as Additional Director of the Company pursuant to Section 260 of the Companies Act 1956, and the Articles of Association of the Company."

"RESOLVED THAT \_\_\_\_\_\_\_\_\_\_\_\_\_\_ be and is hereby appointed as Additional Director of the Company pursuant to Section 260 of the Companies Act 1956, and the Articles of Association 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