**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 OF THE BOARD MEETING.

Mr. \_\_\_\_\_\_\_\_\_, Director was unanimously elected Chairman of the Board Meeting.

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 THE MINUTES OF THE LAST BOARD MEETING.

Minutes of the last Board Meeting held on \_\_\_\_\_\_\_\_ were read confirmed and signed by the Chairman.

4. APPROVAL OF ANNUAL ACCOUNTS OF THE COMPANY FOR THE YEAR ENDING MARCH 31, 19\_\_.

The Board considered and approved the accounts of the Company for the year ended March 31, 19\_\_ and adopted the following resolutions :-

(i) "RESOLVED THAT the Balance Sheet as at 31st March, 19\_\_ and Profit & Loss Account ending on that date for the year ended on that date, as also the schedules and notes appended thereto be and are hereby approved.

(ii)RESOLVED FURTHER THAT Mr. \_\_\_\_\_\_\_\_\_, Chairman, Mr. \_\_\_\_\_\_\_\_\_, Director be and are hereby authorised to sign on behalf of the Board of Directors, the Balance Sheet as at 31st, March, 19\_\_ and the Profit & Loss account for the year ending on that date and submit the same to the Auditors of the Company for their report.

(iii) CERTIFIED-

(a) that the Current Assets and Loans & Advances have in the normal course of business a realisable value of the account at which they are stated in the Balance Sheet as at March 31, 19\_\_.

(b) that the provision of all known liabilities have been adequately made in the accounts."

5. APPROVAL OF DIRECTORS' REPORT

The Board approved the Directors' Report for 19\_\_ - \_\_ without any modification.

Mr. \_\_\_\_\_\_\_\_\_, Chairman was authorised to sign the Directors' Report on behalf of the Board.

6. AUDITORS' REPORT

The Board after perusal of the Auditors' Report resolved that the same may be noted.

7. NON-DECLARATION OF DIVIDEND FOR THE FINANCIAL YEAR 31st, MARCH, 19\_\_.

The Board considered the financial position of the Company and decided not to recommend any dividend for payment to the equity shareholders of the Company for the year 19\_\_ - \_\_."

8. DATE, TIME AND PLACE OF ANNUAL GENERAL MEETING OF THE SHAREHOLDERS OF THE COMPANY.

It was decided that 1st Annual General Meeting of the shareholders of the Company will be held on \_\_\_\_\_\_\_\_\_\_\_ at 11.00 a.m. at the Registered office of the Company i.e. at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. APPROVAL OF NOTICE FOR THE ANNUAL GENERAL MEETING.

The Board approved the draft notice for the 8th Annual General Meeting.

10. VOTE OF THANKS

There being no other business the meeting ended with a vote of thanks to the Chair.

Date \_\_\_\_\_\_\_\_\_\_\_

CHAIRMAN