**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. \_\_\_\_\_\_\_\_\_ 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ were read, approved and signed by the Chairman.

4. ALLOTMENT OF EQUITY SHARES IN THE CAPITAL OF THE COMPANY

The Chairman informed the Board that the Company had received Share applications from for allotment of \_\_\_\_\_\_\_\_\_ Equity Shares of the face value of Rs. 10/- each and as the money for the intended share applications has been received, the Board could in terms of Article \_\_\_\_ of the Articles of Association, allot shares in its absolute discretion.

The Chairman proposed the following resolution, which was seconded by Sh. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and it was unanimously:

"RESOLVED THAT \_\_\_\_\_\_\_ fully paid up Equity shares of Rs. 10 each aggregating Rs. \_\_\_\_\_\_\_\_ be and are hereby allotted as set out hereunder:

Name of | No. of | Certificate No.| Distinctive No(s).|

allottee Shares

Sh.\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_ \_\_\_ to \_\_\_\_\_

Sh.\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_ \_\_\_ to \_\_\_\_\_

Sh.\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_ \_\_\_ to \_\_\_\_\_

FURTHER RESOLVED THAT Share Certificates in respect to the above allotments be issued under the common seal of the Company under the signatures of any two Directors for the time being on the Board of Directors of the Company and Mr. \_\_\_\_\_\_\_\_\_\_ as the authorised signatory.

RESOLVED FURTHER THAT Mr. \_\_\_\_\_\_\_\_ sign and file with the Registrar of Companies a return of allotment in the prescribed form."

5. VOTE OF THANKS

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

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

CHAIRMAN