

(COMPANY'S NAME)
Address of company

Sample incorporation documents

MINUTES OF THE MEETING OF THE DIRECTORS OF [Company Name]

The Meeting of all the Directors of the Company was held at the offices of the Company in [location] on [date] at [time].

Present were:

- 1.
- 2.
- 3.

Mr. [Name] took the chair and reported that the company had decided to

- 1.

In this connection, the following resolution was unanimously passed.

“It is hereby RESOLVED that:

Saying the same as above with its details, and authorised officers who will be allowed to take action to imlement the decision.

There being no further business to transact and upon motion duly made and seconded, the meeting was adjourned.

Mr. [name]