**MEETING MINUTES**

**Date:** 02/10/2022

**Location:** Dedan Kimathi University Resource centre.

**Attendees:** There were two attendees as follow:

1. Mercy Chepkirui

2. Ngetich Kipkirui Jackson

**Absent with apology**: No one was absent. All members were present.

**AGENDA:** Change in particulars of directors (shares)

**MIN 1:** Mercy Chepkirui opened the meeting with a word of prayer.

**MIN 2:** Discussion:

The board of directors discussed the need to update the shares of the following directors;

1. Mercy Chepkirui to have 750 shares
2. Ngetich Jackson Kipkirui to have 250 shares.

The reason why we are effecting these changes was intentional from the word go, leaving the unallocated shares of 500 be a preserve for woman to facilitate the processing of AGPO certificate. This is because the other gender was approaching 35 years of age and exiting the youthful age bracket.

**MIN 3:** The board of directors reviewed and agreed to adopt the changes. It was also agreed that the changes be updated in company’s records and filings.

**MIN 4:** AOB

There being no other business arising, the meeting was adjourned at exactly 12:00PM

**SIGNATURES:**

NAME……………………………….. Designation……………………….: Sign………………………. Tel No. ……………………………

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