**XXXXXXXXXX LIMITED**

Notice of the ……th Meeting of the **BOARD OF DIRECTORS** to be held via **Video Conference** on Tuesday ………………… 2021 at …….. am

**AGENDA**

1. Meeting Opening
   1. Quorum
   2. Adoption of the Agenda
   3. Declaration of Interests
   4. Welcome and Introductory Remarks
2. Confirmation of the Minutes of the Board Meetings held on ………. November 2020.
3. Update on Matters Arising from the previous Board Meetings.
4. Board Committee Reports:
   * 1. Audit, Risk and Compliance.
     2. Nominations and Corporate Governance
     3. Remuneration and Human Resource;
     4. Strategy and Investment;
5. Review of ……………….
6. Review of ………………….
7. Any Other Business.
8. Date of Next Meeting.

**By Order of the Board**

**Company Secretary**

**Date: …………**