Companies (Winding-up) Rules (Cap./Instrument No.: 32H) (Version date: 29.10.2020)

130. Minutes of meeting

- (1) The chairman shall cause minutes of the proceedings at the meeting to be drawn up and fairly entered in a book kept for that purpose or in the file of proceedings and the minutes shall be signed by him or by the chairman of the next ensuing meeting.
- (2) A list of creditors and contributories present at every meeting shall be made and kept as in Form 22. (See Form 22)