**MINUTES OF THE {{ meeting\_number }} OF THE BOARD OF DIRECTORS OF {{ company\_name }} HELD ON {{ meeting\_date }} AT {{ meeting\_time }} AT THE REGISTERED OFFICE OF THE COMPANY AT {{ meeting\_address }}**

**DIRECTORS PRESENT:**

{{ director\_name\_1 }} : DIRECTOR

{{ director\_name\_2 }} : DIRECTOR

**ITEM NO. 1: APPOINTMENT OF CHAIRMAN**

{{ director\_name\_1 }}, Director of the company appointed as Chairman of the Board of Directors. Thereafter {{ director\_name\_1 }} took the Chair and presided over the meeting. The Chairman commenced the meeting and extended a welcome to all the Directors and Special invitees present at the Meeting.

After ascertaining that the physical quorum for the meeting was present, the agenda items were taken up for consideration:

**ITEM NO. 2: LEAVE OF ABSENCE**

All directors were present in the meeting. Hence no leave of absence was granted.

**ITEM NO. 3: CONFIRMATION OF MINUTES**

The last meeting of the Board of Directors of the Company was held on **{{ last\_meeting\_date }}** at the registered office of the Company, the draft minutes of the same are circulated before the Board for its confirmation. The Board is requested to consider and pass the following resolution:

“**RESOLVED THAT** the minutes of the meeting of the Board of Directors of the Company held on **{{ last\_meeting\_date }}** as circulated earlier and placed before the Board be and is hereby confirmed.”

**ITEM NO. 4: VOTE OF THANKS**

As there was no other business to be transacted, the meeting came to an end with a vote of thanks to the chair.

**{{ director\_name\_1 }}** **{{ director\_name\_2 }}**

(Director) (Director)

DIN: {{ director\_din\_1 }} DIN: {{ director\_din\_2 }}

Date: {{ date }}

Place: {{ place }}