Name of the Company ____

CIN ____

Registered Office ____

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

Meeting number: ____ Held on ____ , ____ from ____ at ____ / through Video Conferencing.

DIRECTORS PRESENT

1. ____

2. ____

3. ____

Mode of attendance (physical / through VC), against each name where relevant: ____ .

In attendance (Company Secretary / invitees) ____

Chairman of the meeting ____

1. CHAIRMAN AND QUORUM

____ took the Chair. The requisite quorum being present, the Chairman called the meeting to order.

2. LEAVE OF ABSENCE

Leave of absence was granted to: ____ (state 'None' if not applicable).

3. CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING

The minutes of the previous Board meeting held on ____ were read, confirmed and signed by the Chairman.

4. BUSINESS TRANSACTED / RESOLUTIONS PASSED

____

____

____

____

Dissent recorded, if any: ____ (state 'None' if not applicable).

5. VOTE OF THANKS

There being no other business, the meeting concluded with a vote of thanks to the Chair.

Entered in the Minutes Book within 30 days and signed:

Chairman - Name ____

DIN ____

Date of signing ____