

# **SAMPLE COMPANY LIMITED**

## **NOTICE**

**IS HEREBY GIVEN THAT A MEETING OF THE BOARD OF DIRECTORS  
WILL BE HELD AT NELSON PLACE, SMITH STREET, ST PETER PORT,  
GUERNSEY, ON**

.....2019

## **AGENDA**

1. Appointment of Chairman of the Meeting.
2. Formation of the company.
3. Registered office.
4. Appointment of first directors.
5. Appointment of first company secretary.
6. Subscribers' shares.
7. Any other business.

BY ORDER OF THE BOARD

Company Secretary .....

Date .....

Nelson Place, Smith Street, St Peter Port, Guernsey