

**MINUTES OF A MEETING OF THE BOARD OF DIRECTORS OF SAMPLE COMPANY LIMITED HELD AT NELSON PLACE, SMITH STREET, ST PETER PORT, GUERNSEY, ON 20 JANUARY, 2019**

**PRESENT:** ABC Company Limited  
XYZ Company Limited

**CHAIRMAN:** Joe Bloggs, representing ABC Company Limited was elected Chairman of the meeting.

**FORMATION OF THE COMPANY:** The Memorandum and Articles of Association and connected documents relating to the formation of the company on 2 January 2019 were produced. It was noted that the company has an authorised share capital of 10,000 shares of One Pound each.

**REGISTERED OFFICE:** **IT WAS RESOLVED** that the registered office of the Company would be NELSON PLACE, SMITH STREET, ST PETER PORT, GUERNSEY.

**APPOINTMENT OF FIRST DIRECTORS:** **IT WAS NOTED** that ABC Company Limited of ABC Street, St Peter Port, Guernsey and XYZ Company Limited of XYZ Street, St Peter Port, Guernsey have been appointed as first directors of the company.

**APPOINTMENT OF FIRST COMPANY SECRETARY:** **IT WAS RESOLVED** that Company Secretarial Services Limited be appointed as first Company Secretary with immediate effect.

**SUBSCRIBERS SHARES:** **IT WAS NOTED** that the subscriber shareholders are:

ABC Company Limited of ABC Street, St Peter Port, Guernsey	1 Share
XYZ Company Limited of XYZ Street, St Peter Port, Guernsey	1 Share

**IT WAS RESOLVED** to issue share certificates to the subscribers and authorise the use of the company seal thereon.

**APPROVAL OF MINUTES:** The minutes of the meeting were read, approved and signed as correct by the Chairman.

Chairman .....