

MINUTES OF THE AGM OF SAMPLE COMPANY LIMITED HELD AT RICHMOND HOUSE, ST ANNES PLACE, ST PETER PORT, GUERNSEY, ON

PRESENT: PQR Company Limited
XYZ Company Limited

CHAIRMAN: John Smith, representing XYZ Company Limited was elected Chairman of the meeting.

FINANCIAL STATEMENTS: The financial statements of the company for the year ended 31 December 2019 were presented to the meeting and approved unanimously.

DIVIDEND PAYMENT: **IT WAS RESOLVED** that no dividend would be paid for the year.

ACCOUNTANTS: **IT WAS RESOLVED** to reappoint Kemp Le Tissier Limited as company accountants.

UNAUDITED STATUS: **IT WAS RESOLVED** to continue to be an unaudited company by unanimous agreement of the shareholders.

ANY OTHER BUSINESS: There being no further business, the chairman declared the meeting closed.

Chairman