Template

This template is intended to cover situations that frequently arise in practice. However, it should not be considered as definitive, complete or tailored to any specific case. It does not constitute legal advice. This template should not be used without possessing qualified know-how or without first consulting a qualified advisor regarding the specific circumstances.

**Minutes  
of the resolution of the Board of Directors  
of [Sample Ltd]**

Date and time: [date], [time]

Form: physical meeting [*Alternative*: video conference]

Participation: [name]

[name]

[name]

Excused: [name]

[name] takes the Chair and appoints [name] as Secretary with the consent of the meeting. [*Alternative*: [name] takes the Chair and, with the consent of the meeting, acts as Secretary at the same time].

The Chair states that the Board is duly constituted and has a quorum.

1. **[Subject of the resolution** **1]**

The Board decides unanimously [Subject of the resolution 1]. [*Alternative*: The Board resolves with [number] votes in favour, [number] votes against and [number] abstentions [Subject of the resolution 1]].

1. **[Subject of the resolution** **2]**

The Board decides unanimously [Subject of the resolution 2]. [*Alternative*: The Board resolves with [number] votes in favour, [number] votes against and [number] abstentions [Subject of the resolution 2]].

1. **[Subject of the resolution** **3]**

The Board decides unanimously [Subject of the resolution 3]. [*Alternative*: The Board resolves with [number] votes in favour, [number] votes against and [number] abstentions [Subject of the resolution 3]].

[The Chair confirms that the meeting was conducted without interruption and that the members listed at the beginning were present for the entire duration of the meeting.[[1]](#footnote-2)]

The Chair closes the meeting at [time].

The Chair [and Secretary] [The Secretary]

[name] [name]

1. In case the meeting is conducted virtually (e.g. via telephone or video conference). [↑](#footnote-ref-2)