Board minutes

Review checklist

Use to review the board minutes of a company (or a group company). Board minutes are an official and legal record of what transpired during the meeting, including decisions made, discussions held, and any resolutions passed.

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| **Item** | **Question** | **Guidance notes** | **Answer** |
| **General provisions** | | | |
|  | **Short form name** | *Use a concise, descriptive "short form name" for this document. The short form name should clearly identify the document type (e.g., Service Agreement, Purchase Agreement, License Agreement, etc.)* |  |
|  | **Data room number** | *What is the data room number of this document? If there is no data room number, then insert "Not applicable".* |  |
| **Substantive provisions** | | | |
|  | **For each material issue or board resolution, answer the following:** | 1. *Date of minutes* |  |
| 1. *Company or Group Company board minutes relate to* |  |
| 1. *Material issue or board resolution, e.g.:*  * *Approval of financial statements* * *Declaration of dividends* * *Appointment of officers* * *Approval of annual budget* * *Authorisation of contracts and agreements* * *Election of board members* * *Adoption of corporate policies* * *Approval of mergers and acquisitions* * *Approval of stock issuance or buybacks* * *Review and approval of strategic plans* |  |
| 1. *Provide further information about the material issue or board resolution in board minutes* |