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*
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| 1. *Company or Group Company board minutes relate to*
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| 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*
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| 1. *Provide further information about the material issue or board resolution in board minutes*
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