**COMPANY NAME**

(the “Company”)

Minutes of a Meeting of the Board of Directors of the Company held and convened at [Company Address] on [Date]

**PRESENT:**  **[Name]** (“Chairman”)

**[Name]**

**1. OFFICER OF THE MEETING**

It was resolved THAT **[Name]** be appointed Chairman of the meeting.

**2. CONSTITUTION OF THE MEETING**

The Chairman noted that due notice of the meeting having been given to all directors and a quorum being present, the meeting could proceed.

**3.** It was tabled before the meeting the **account opening documents**, and;

**IT WAS RESOLVED THAT:**

1. A **Cash Securities Account** be opened with Theia Securities Limited (“THEIA”) for the purpose of dealing in securities; and the above accounts ("The Accounts") be opened with THEIA in the name of :

* [Company Name]

**IT WAS FURTHER RESOLVED THAT:**

(II) Any **[ONE]** or **[TWO]** of the following is empowered to operate the Accounts and to execute all documentation for the Accounts:

|  |  |  |
| --- | --- | --- |
| **Name in English** | **Name in Chinese** | **ID / Passport No.** |
|  |  |  |
|  |  |  |

(III) and any **[ONE]** of the following is authorized to give instructions in relation to the purchase or sale of any securities for the Accounts on behalf of the Company:

|  |  |  |
| --- | --- | --- |
| **Name** | **Name in Chinese** | **ID / Passport No.** |
|  |  |  |
|  |  |  |

(IV) and any **[ONE]** or **[TWO]**of the following is authorized to do the settlement of the Accounts on behalf of the Company:

|  |  |  |
| --- | --- | --- |
| **Name** | **Name in Chinese** | **ID / Passport No.** |
|  |  |  |
|  |  |  |

The authorization herein to the above names persons shall remain valid and binding on the Company until and unless cancelled or amended by written communication to THEIA, supported by a certified true copy of a board resolution.

**4. TERMINATION OF MEETING**

There being no further business, the Chairman declared the meeting closed.

Signed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name] - Chairman

**Signatory List**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name in English** | **Name in Chinese** | **ID / Passport No.** | **Signature** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |