


* Required information for complete submission

Minutes of the 1st General Meeting for Formation of a New Company

A meeting of the promoters was held on*  [dd/mm/yyyy]

at* hr min in the proposed registered office of the company at

Address :*

District *

The promoters as listed here under were present in the meeting.

* (Minimum two(2) promoters for private company and seven(7) for public company required.)

SL.	Name of the Person	Position	No. of Share (s) allocated	Signature
<input type="checkbox"/> 1	<input style="width: 90%;" type="text"/>	Director <input type="text" value="v"/>	<input style="width: 60%;" type="text"/>	

* presided over the meeting.

At the outset of the meeting the Chair read out the agenda contained in the notice served on

*  [dd/mm/yyyy]

and discussed the same at length; and after discussions the following resolutions were taken unanimously.

1. Resolved that a new company be formed and incorporated in any of the following names

with Main Business Objective:*

Business Sector :*

Business Sub Sector :*

2. Resolved that the authorized share capital of the company shall be BDT.* divided into * numbers of ordinary shares of BDT.* each.

3. Resolved that the persons as indicated in the above table shall be the first Chairman/Managing Director/ Directors/Shareholders of the company who have agreed to take the shares in the capital of the company shown against their respective names.

4. Resolved that , the **Director** of **,Dhaka** be and is hereby authorized to apply for the clearance of name of the company and to perform all the necessary works in connection with the incorporation of the company. As there was no other point to discuss, the meeting ended with a vote of thanks to the Chair.

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