# [INSERT NAME OF COMPANY]

ACN or ABN [INSERT ACN OR ABN OF THE COMPANY]

# Minutes of Meeting of Directors

## Held at: [insert location of meeting and time]

On: [insert date of meeting]

Present: [insert directors present and their title e.g. Chairperson]

Absent: [insert directors absent from the meeting]

Quorum: [Determine whether a quorum is present in accordance with constitution.]

Minutes: The Chairperson reported that the minutes of the previous meeting had been signed as a true record.

Action items: [insert any outstanding items from previous meeting]

Dividend: The Directors hereby resolve to recommend the payment of a dividend of $[*insert dividend amount or amount of dividend per share*].

It was declared that the recommended dividend of $[insert dividend amount] be franked to the extent of [*insert franking percentage*]%.

Next meeting: [insert notice and location of next scheduled meeting]

There being no further business the meeting then closed.

Signed as a true record: (Chairperson)