

Notice of Board Meeting

Notice is hereby given that a meeting of the Board of Directors of the (Company Name) will be held at (Time) on (Day of the Week), the (Date in words) at (Board Meeting Address), to interalia consider the following business as under:-.

1. Agenda 1 for Board Meeting
2. Agenda 2 for Board Meeting
3. Any other business with the permission of the chair which is incidental and ancillary to the business.

Place: (City Name)

For (Company Name)

Date: (Date)

(Director Name)

(Designation)

On behalf of the Board