Model for minutes,
board meeting of a limited company

[COMPANY]

Meeting Board meeting

Minutes no X/200x

Date

Place

Present AA, Chairman
BB
CC, Secretary
DD

1§ Opening of the meeting
The meeting was opened by AA, the Chairman of the Board of Directors.

2§ Legitimacy of the meeting and presence of a quorum
As all members of the Board were present, it was stated that the meeting was legitimate and it constituted a quorum.

x§ Raising a credit

- **Loan**

  A unanimous decision was made to raise a loan of EUR _____ from Nordea Bank AB (publ), Finnish Branch in accordance with the bank's general terms and conditions for credits.

- **Credit limit**

  A unanimous decision was made to conclude a credit limit agreement of EUR _____ with Nordea Bank AB (publ), Finnish Branch in accordance with the bank's general terms and conditions for credits.

- **Increase of credit limit**

  A unanimous decision was made to increase the amount of the credit limit agreement number _____ concluded with Nordea Bank AB (publ), Finnish Branch by EUR _____.

- **Bank guarantee**

  A unanimous decision was made to obtain a bank guarantee of EUR _____ from Nordea Bank AB (publ), Finnish Branch, and to provide a counter-obligation for the bank guarantee in accordance with the bank's general terms and conditions.

- **Financing limit**

  A unanimous decision was made to conclude a financing limit agreement of EUR _____ with Nordea Bank AB (publ), Finnish Branch in accordance with the bank's general terms and conditions.

- **Documentary credit**

  A unanimous decision was made to request Nordea Bank AB (publ), Finnish Branch to open a
  documentary credit of EUR _____ in accordance with the bank's general terms and conditions.

x§ Checking of the minutes
It was decided to check the minutes by signatures of those present.

In fidem

_____	_____
AA	BB
_____	_____
CC	DD

Note!

- **If the original minutes or an extract of the original minutes is not given to the bank, the copy must be certified.**

- **If the general terms and conditions for loan or other terms are significantly departed from, the model for minutes must be amended, if necessary**.