

MINUTES OF MEETING OF THE BOARD OF DIRECTORS (the "Directors") of

_____ (the "Company") held on
_____ [date] at _____ [address] at
_____ a.m./p.m.

Present :

(Name of Director) (Signature)

(Name of Director) (Signature)

(Name of Director) (Signature)

(Name of **Chairman**) (Signature)

In attendance :

(Name of attendee) (Title of attendee)

(Name of attendee) (Title of attendee)

1. **Chairman**

_____ [Name] took the chair and acted as Chairman of the meeting.

2. **Quorum**

A quorum was present throughout the meeting.

3. **Change of Signing Instruction for EPS and CUP Service(s)***

IT WAS RESOLVED that:-

- i. the Company agreed to supercede the previous signing instruction and confirmed that the following delegates to direct and operate an EPS service account with EPSCO with immediate effect;
- ii. any changes to or transfer of funds into and out of the EPS service account shall be directed and authorised by any _____ of the director(s) or by any _____ of the following authorized person(s) as stated in sub-paragraph iii; and

- iii. terms and conditions as set out in the Merchant Agreement(s) be approved and that any _____ of the director(s) or by any _____ of the following person(s) be authorised to sign such agreement(s) and any ancillary documents for and on behalf of the Company, and to do all such acts, matters and things as he may consider to be necessary, desirable or appropriate:-

Name
Title _____

Signature

Name
Title _____

Signature

- iv. the *company chop/common seal* *of the Company be affixed to the relevant documents, where required, in accordance with the Articles of Association of the Company.

* *Delete as appropriate*

5. **Close of Meeting**

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

(Chairman's Signature)

_____ [Name]