

Notice of Meeting of Directors

To:

<< Name of Director >>  
<< Address of Director >>  
<< Email Address >>

Dated: << >>

Dear << Name of Director >>

<< Name of Company >> Limited

**Notice of Meeting of Directors**

Notice is hereby given that a meeting of the Directors of the Company will be held on << Insert Date >> at << Insert Address >> at << Insert Time >>, to consider the following agenda items:

<< Insert Agenda Items >>

<< Insert Agenda Items >>

<< Insert Agenda Items >>

[For any director unable to attend a meeting, the following means of communication is proposed << Insert Details >> for those unable to be present at the designated address]

.....  
<< Name >>  
[Director/Secretary]  
By Order of the Board

<sup>1</sup> This is likely to be the company's registered office.

<sup>2</sup>Article 9 of the model articles requires resolutions to be put in place for those directors who intend to participate in the meeting, but who are unable to attend.

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not have to be.

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