

<< Name of the Company >>  
Company Name >>

**Minutes of the Annual General Meeting of the above-named Company**  
held on << insert date >> at << insert time >> means  
am/pm

1. The Company secretary notified the members of the Company in the form of the Corporate Information Statement that the Government of Canada had introduced legislation in the form of the Corporate Information Statement Act 2020 (the Act). The Company secretary briefed the members of the Company at the company meetings for a special general meeting (AGMs).
2. The Company secretary confirmed that due to the COVID-19 pandemic, the Company had been unable to hold an AGM.
3. The Act enables companies to hold an AGM between 26 March 2020 and 30 December 2020, to hold their AGM. Therefore, the Company's AGM is required to take place on << insert date >>.
4. The Company secretary confirmed that notice of the meeting had been sent to every member, the Company secretary had received a copy thereof respecting the Company.
5. The Company secretary confirmed that notwithstanding anything in the Act, the AGM was being held virtually by electronic means and proxies were not required to attend in person and participate in the AGM.
6. **EITHER** [MINUTES of the last AGM were read and it was RESOLVED that the same be adopted without amendment.] **OR** [THERE were no outstanding minutes from the preceding general meeting.]
7. **[EITHER** [IT was noted that the chairman proposed that the chairman be re-elected, the re-election of the chairman was seconded by << Name of the person >> and the person was duly re-elected.] **OR** [IT was noted that the chairman proposed that the chairman be re-elected, the re-election of the chairman was seconded by << Name of the person >> and the person was duly re-elected.] **]]**<sup>2</sup>
8. [THE Company secretary confirmed that the memorandum thereof required to be made available to the members without charge at the registered office of the Company and at the Company's registered office.

<sup>1</sup>The Act states that this may be extended.

<sup>2</sup> The requirements of a company's AGM will vary depending on the size of the company.

confirmed that arrangements for these to be made available to members electronically.]

9. [THE Company secretary of directors' interests had remained open to inspection since the last preceding AGM during business hours of the COVID-19 pandemic. The Company secretary further confirmed that arrangements had been put in place for these to be made available electronically.]

10. [THE accounts of the Company for the year ending preceding this meeting, prepared by the auditors for consideration, and the Auditors' report thereon, were Laid before the Company for consideration, and the Auditors recommended that the Company should pay a dividend of 10% for the year ending preceding this meeting, and the directors recommended to do so.]

11. [Other]

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