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PART 1 ON 228

COPY OF CONTRACT OR MEMORANDUM OF DIRECTORS' SERVICE

The Company employs <<Director's Name>> and <<Director's Name>>] as [an] employee[s] of the Company.

In accordance with section 228 of the California Corporations Code, a company must keep available for inspection by its members, a copy of the contract or memorandum of the contract. If the contract is not in writing, a written memorandum of the contract must be available instead.

The Company does not have [a] written contract with <<Director's Name>> [,<<Director's Name>> and <<Director's Name>>] such this written [memorandum/memoranda] sets out the terms of the contract[s] that the Company has in place.

The terms of significance in the Contract with <<Director's Name>> include the following, details of which are set out in the contract.

This may include for example

- *Commencement of employment;*
- *Term;*
- *Main duties;*
- *Pay;*
- *Pensions and other benefits;*
- *Termination;*
- *Restrictive covenants; and*
- *Other provisions of significance.*

Dated: <<INSERT DATE>>

Signed: <<INSERT NAME>>

For and on behalf of the Company