Public company AGM minutes and decision record

[[COMPANY_NAME]]

Registration number [[REGISTRATION_NUMBER]]

Registered office [[REGISTERED_OFFICE]]

AGM [[AGM_NUMBER]] | Actual date [[DECISION_DATE]] | Time [[MEETING_TIME]]

Venue [[MEETING_PLACE]] | Chair [[CHAIR_NAME]]

Notice service and publication: [[NOTICE_RECORD]]

Actual attendance and representation schedule: [[ATTENDANCE_SCHEDULE]]

Directors attending through permitted technology: [[REMOTE_DIRECTOR_COUNT]]

Quorum basis, represented shares and actual headcount: [[QUORUM_RECORD]]

Interests and exclusions: [[INTEREST_RECORD]]

Business and actual decisions

[[ACTUAL_RESOLUTIONS]]

Method, voting figures, denominator, abstentions, invalid/excluded votes and actual dissent: [[ACTUAL_VOTING_RESULT]]

Documents actually tabled and attached: [[ATTACHMENT_SCHEDULE]]

Section 75 co-signing capacity and authority: [[MINUTE_COSIGNER]]; [[COSIGNER_AUTHORITY]]

Meeting chair signature _____
Company secretary or duly elected shareholder representative signature _____
Names and capacities _____
Actual signing dates _____