Board minutes for company secretary appointment

[COMPANY_LEGAL_NAME]

Registration number [REGISTRATION_NUMBER]

Registered office [REGISTERED_OFFICE]

Meeting number [MEETING_NUMBER]

Date _____ Time _____ Place [MEETING_PLACE]

Chair [CHAIR_NAME]

Directors actually present [DIRECTOR_NAMES]

Directors absent [ABSENT_NAMES]

Other attendees and capacity [OTHER_ATTENDEES]

Notice authority and quorum

[ACTUAL_NOTICE_APPLICABLE_ARTICLES_BOARD_AUTHORITY_AND_QUORUM]

Interests declared and participation restrictions [ACTUAL_DISCLOSURES]

Agenda

Appointment of a qualified company secretary and statutory particulars

Documents considered

[PAID_UP_CAPITAL_EVIDENCE]

[CITIZENSHIP_QUALIFICATION_AND_EXPERIENCE_EVIDENCE]

[DIRECTORSHIP_AND_OTHER_SECRETARY_OFFICE_INFORMATION]

[CANDIDATE_ACCEPTANCE_AND_PROPOSED_TERMS]

Decision

Having reviewed the company's authority to make this appointment and the evidence that [CANDIDATE_NAME_AND_ADDRESS] is a Nepali citizen satisfying [COMPLETE_SECTION_185_2_QUALIFICATION_ROUTE], is not a director of this company and satisfies section 185(4), the board appoints that person as company secretary from [ACTUAL_EFFECTIVE_DATE], on [APPROVED_TERMS_REFERENCE].

The secretary shall perform the functions under sections 185-186 of the Companies Act, 2063, subject to the Act and the company's memorandum and articles and lawful decisions. This appointment does not confer powers reserved to another company body.

[AUTHORISED_PERSON_AND_CAPACITY] shall record the particulars required by section 107 in the director and secretary register, notify the Office of the Company Registrar of the change within fifteen days under section 107(2), submit the name, surname, address, qualification and experience particulars within fifteen days of appointment under Companies Directive 2072 clause 85(3), and retain the filing evidence. Records and any existing secretary-office handover shall be completed under [ACTUAL_HANDOVER_ARRANGEMENT].

Actual voting result and dissent

[VOTES_FOR_AGAINST_ABSTENTIONS_AND_ANY_RECORDED_DISSENT]

Closing time _____

Signatures of directors signing the meeting minutes

[DIRECTOR_SIGNATURE_AREAS]

_____ _____

_____ _____

Date signed _____