

## MINUTES OF MEETING OF BOARD OF DIRECTORS

AT A MEETING OF THE BOARD OF DIRECTORS OF \_\_\_\_\_ [Name of the Company]  
(the "Company") held at \_\_\_\_\_ [Address]  
on \_\_\_\_\_ [Date].

**1. Directors Present**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Quorum and Chairman**

It was noted that a quorum being present and \_\_\_\_\_ [Name] took the Chair of the Meeting.

**3. Opening of Account with Mouette Securities Company Limited**

**IT WAS RESOLVED THAT:-**

- i. A Cash\* and/or Margin\* Securities trading account or accounts (the "Account(s)") be opened and maintained with Mouette Securities Company Limited ("MSCL"), and shall be opened and maintained in accordance with the terms and conditions as may be supplemented and amended by MSCL from time to time.
- ii. The following person(s) set out below be and are hereby approved and appointed as the Authorized Persons for and on behalf of the Company to do the following acts:-

*\* Please delete as appropriate*

**A). Authorized Instruction**

Any \_\_\_\_\_ of the following person(s) is/are authorized to execute any documents including but not limited to account opening documents, payment, delivery instructions in relation or incidental to the Account(s) for and on behalf of the Company and to stamp with the company chop, where necessary :

Name	ID Card / Passport No.	Tel No.	Position	Specimen Signature

**B). Trading Instruction**

Any \_\_\_\_\_ of the following person(s) is/are authorized to give written or verbal trading instructions in relation to the Account(s):

Name	ID Card / Passport No.	Tel No.	Position	Specimen Signature

**4. Close of Meeting**

There being no further business and the Chairman declared the Meeting closed.

\_\_\_\_\_  
Chairman

## 董事會會議記錄

\_\_\_\_\_ [公司名稱] (「本公司」) 董事會會議於 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日 在  
\_\_\_\_\_ [地址] 舉行。

### 1. 出席董事:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 2. 法定人數和會議主席:

是次會議的出席者達最低法定要求人數，\_\_\_\_\_ [姓名] 獲選為是次會議的主席。

### 3. 關於於海盈證券有限公司開立帳戶

#### 決議通過：-

- i. 在海盈證券有限公司 (「海盈證券」) 以公司名義開立和維持一個或多個證券 現金\*及/或 孖展\* 帳戶 (「帳戶」)，並會按海盈證券不時規定有關帳戶的條款和條件開立和維持；
- ii. 任何於下方被提述的人士均為本公司的獲授權人士，在此獲授權及批准代表公司進行以下事項:-

*\*請刪去不適用者*

#### A). 授權指示

以下任何 \_\_\_\_\_ 位人士，已獲授權代表本公司簽署 (如適用，需加蓋公司印章) 任何包括但不限於與帳戶有關之開戶文件，付款，交付指示:

姓名	身份證/護照號碼	電話號碼	職位	簽名式樣

#### B). 交易指示

以下任何 \_\_\_\_\_ 位人士，已獲授權代表本公司以書面或口頭方式發出任何與帳戶有關之交易指示：

姓名	身份證/護照號碼	電話號碼	職位	簽名式樣

### 4. 會議結束

沒有其他動議被提出討論，主席宣佈是次會議正式結束。

\_\_\_\_\_  
主席