**Shareholders’ Meeting Minutes**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name:** | | | |
| **Date:** |  | **Time:** |  |
| **Location:** |  | | |

**1. Call to Order**

The meeting was called to order at **[time]** by **[Chairperson’s name]**.

**2. Roll Call / Attendance**

The following shareholders were present:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Present** | **Name** | **Present** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

The following shareholders were absent:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Absent** | **Name** | **Absent** |
|  |  |  |  |

A quorum **[was/was not]** established.

**3. Approval of Previous Minutes**

The minutes from the previous shareholders’ meeting held on **[date]** were reviewed and:

|  |  |  |
| --- | --- | --- |
| ☐ Approved as presented | ☐ Approved with corrections | ☐ Not approved |

**4. Agenda Items / Reports**

|  |
| --- |
| **Financial Report** presented by |
| **Operations Report** presented by |
| **Other Committee/Management Reports** (if any). |

**5. New Business**

The following matters were discussed and voted upon:

|  |  |  |
| --- | --- | --- |
| **1.** | **Motion:** |  |
| **Seconded:** |  |
| **Result:** | ☐ Approved ☐ Rejected |
| **2.** | **Motion:** |  |
| **Seconded:** |  |
| **Result:** | ☐ Approved ☐ Rejected |

**6. Elections / Appointments (if applicable)**

|  |
| --- |
| Election of Board Members / Officers: |
| Appointment of Auditors / Legal Counsel: |

**7. Other Matters**

|  |
| --- |
| Any additional topics discussed: |
|  |

**8. Adjournment**

The meeting was adjourned at **[time]** by **[Chairperson’s name]**.

**9. Signatures**

|  |  |  |  |
| --- | --- | --- | --- |
| **Chairperson:** |  | **Date:** |  |
| **Secretary:** |  | **Date:** |  |