

(Letter Head)

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE COMPANY**

**COMPANY PARTICULARS**

Name of the Company -  
Registration No -  
Date of Incorporation -  
Company Registered Address -

Board of Directors of the Company

1  
2

Company Secretary

\*

Particulars of Meeting of Board of Directors

Date & Time -  
Venue -

Quorum

Attendees

1  
2

**QUORUM**

At a meeting of the Board of Directors of ..... (the company) held on the above date at the venue stated and chaired by ..... a quorum was duly declared.

## **BUSINESS OF THE MEETING**

### **Background Facts and Matters**

The following facts and matters were highlighted by the Chairman to the Board at the onset of discussions:

1. To reschedule the Term Loan of MVR/ USD ..... as follows. **(Please select appropriately).**

#### **Principle**

- 1.1 Differ the principle and to settle at the end of the moratorium period.
- 1.2 Divide the accumulated principle during the moratorium period equally during the balance repayment period.
- 1.3 Extend the tenure of the Term Loan for a period equivalent to the agreed moratorium period without changing the existing principle repayment amount.

#### **Interest**

- 1.4 Obtain a Funded Interest Term Loan (FITL) at Zero interest payable within a period equivalent to the agreed moratorium period to service the interest accumulated during the moratorium period.
  - 1.5 Settle the accumulated interest as a lump sum payment at the end of the moratorium period.
  - 1.6 Service the interest monthly during the moratorium period.
- 
2. To offer following as securities
    - 2.1 Mortgage over property ..... owned by following as the collateral of the proposed facility.  
(Names and ID card numbers of Property owners)
    - 2.2 Personal guarantee of directors

## **RESOLUTIONS PASSED BY THE BOARD OF DIRECTORS**

IT WAS RESOLVED at this meeting:

1. To reschedule the Term Loan of MVR/ USD ..... as follows. **(Please select appropriately).**

#### **Principle**

- 1.1 Differ the principle and to settle at the end of the moratorium period.
- 1.2 Divide the accumulated principle during the moratorium period equally during the balance repayment period.
- 1.3 Extend the tenure of the Term Loan for a period equivalent to the agreed moratorium period without changing the existing principle repayment amount.

#### **Interest**

- 1.4 Obtain a Funded Interest Term Loan (FITL) at Zero interest payable within a period equivalent to the agreed moratorium period to service the interest accumulated during the moratorium period.
  - 1.5 Settle the accumulated interest as a lump sum payment at the end of the moratorium period.
  - 1.6 Service the interest monthly during the moratorium period.
- 2 To offer following as securities
- 2.1 Mortgage over property ..... owned by following as the collateral of the proposed facility.  
(Names and ID card numbers of Property owners)
  - 2.2 Personal guarantee of directors
- 3 To empower ..... to sign all documents related to the above transaction on behalf of the Company.

**SIGNATURES**

**IN WITNESS WHEREOF** it is hereby confirmed and declared that the statements above constitute a true and fair representation of the Minutes of the Meeting and Resolutions of the Board of Directors of .....

Signature.....  
Name of the Director: -  
ID .No

Signature.....  
Name of the Director :-  
ID .No

Signature.....  
Name of the Director: -  
ID .No

Signature.....  
Name of the Director :-  
ID .No

Signature.....  
Company Secretary  
ID .No

Company seal