

LETTER HEAD OF COMPANY



CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE \_\_\_ ANNUAL GENERAL MEETING OF (COMPANY NAME) HELD ON (DAY), (DATE) AT (TIME) THROUGH VIDEO CONFERENCING ("VC") / OTHER AUDIO VISUAL MEANS ("OAVM")

---

"RESOLVED THAT pursuant to the provisions of section 152, 161 and any other applicable provisions of the Companies Act, 2013, and any rules made there under, \_\_\_\_\_ (DIN: \_\_\_\_\_), who was appointed as an Additional Director of the Company by the Board of Directors in the Board Meeting held on \_\_\_\_\_ to hold office up to the date of this Annual General meeting be and is hereby elected and appointed as Director of the Company".

**For and on behalf of**  
(Name of Company)

**(Name of Director)**

Director

DIN: \_\_\_\_\_

Add: \_\_\_\_\_