**WAIVER OF NOTICE**

**INCORPORATORS MEETING**

**[NAME OF YOUR COMPANY]**

WE, THE UNDERSIGNED, being all the incorporators of the company above named, organised under the laws of the [STATE/PROVINCE] of [COUNTRY], DO HEREBY WAIVE NOTICE of the time, place and purpose of the organisation meeting of the listed incorporators, and do select the [DAY]th day of [MONTH], [YEAR] at [TIME] and at [PLACE] of said meeting.

To the notice of this meeting, we waive all the requirements of the statutes of [STATE/PROVINCE], and do consent to the transaction of such business as may be brought before the meeting.

Dated: [DATE]

[DIRECTOR 1]

[DIRECTOR 2]

[DIRECTOR 3]

**MINUTES OF ORGANISATION MEETING OF INCORPORATORS**

**[YOUR COMPANY NAME]**

The initial meeting of all the incorporators, to set out the company organisation, was held on the [DAY]th day of [MONTH], [YEAR] at [TIME], at [PLACE] pursuant to a written waiver of notice, signed by all the incorporators fixing said time and place.

1. The following incorporators were present in person:

[LIST OF NAMES]

being all of the incorporators of the company.

[NAME] acted as Chairman and [NAME] was appointed Secretary of the meeting.

1. The Chairman announced that a Certificate of Incorporation had been issued to this company by [the Department of State] and that a certified copy of the Certificate had been forwarded for recording in the Office of the Recorder of Deeds and instructed the Secretary to cause a copy of the Certificate of Incorporation to be prefixed to the minutes.

**Upon motion, duly made, seconded and carried, it was RESOLVED:**

That the certificate of Incorporation of the company be and it hereby is accepted and that this company go ahead to do business thereunder.

1. The Secretary presented a form of By-Laws for the regulation of the affairs of the company, which were read article by article.

**Upon motion, duly made, seconded and carried, it was RESOLVED:**

That the By-Laws presented at this meeting, as amended and attached to the Minutes, were unanimously adopted and the Secretary was instructed to cause the same to be inserted in the minute book, immediately following the copy of the Certificate of Incorporation.

1. The Chairman specified that the election of a Board of Directors was the next business before the meeting

After discussion, [NAME] and [NAME] were nominated for directors of the company, to hold office for the following year and until others are elected and qualified in their stead. No other nominations having been made, the vote was taken, and the aforesaid nominees declared duly elected.

**Upon motion, duly made, seconded and carried, it was RESOLVED:**

That the Board of Directors be, and they are hereby authorised to issue the capital stock of this company to the full amount or number of shares authorised by the Certificate of Incorporation, in such amounts and proportions as from time to time shall be determined by the Board, and to accept in full or in part payment thereof such property as the Board may determine shall be good and sufficient consideration and necessary for the business of the company.

There being no further business it was voted to adjourn the meeting.

Dated: [DATE]

[SECRETARY NAME], Secretary [CHAIRMAN NAME], Chairman