

**MINUTES OF A MEETING OF DIRECTORS
of EXAMPLE COMPANY Pty Limited
ACN XXX XXX XXX**

Held at:

On:

At:

PRESENT: Director(s) name

CHAIRMAN IT WAS RESOLVED by an ordinary resolution that **Director's name** be appointed as the chairman of the meeting.

VOLUNTARY WINDING UP: It was resolved that the company was insolvent and that the company should be voluntarily wound up and that this course of action be recommended to a Meeting of Members. It was resolved that Steven Kugel of Liquidation Direct be nominated as the liquidator.

SUMMARY OF AFFAIRS: IT WAS RESOLVED that, having considered the financial position of the company, **Director's name** would sign the draft Summary of Affairs on behalf of the company. A Summary of Affairs, which had been prepared in accordance with the requirements of the Corporations Act, was then tabled, approved and signed by **Director's name**.

REALISATION OF ASSETS: IT WAS RESOLVED that where appropriate, the nominated liquidator be authorised to collect and realise the assets of the company and hold any funds realised in trust pending the liquidation. **Director's name** irrevocably authorises the nominated liquidator to close the company's bank account and hold those funds on trust pending the liquidation and pending his appointment as liquidator. The nominated liquidator is also authorised to open a bank account on behalf of the company. The nominated liquidator is entitled to draw his remuneration from collecting and realising any assets at his normal hourly rates and he may draw his fees from the funds realised.

MEETING OF MEMBERS: IT WAS RESOLVED that the director call a meeting of the company's members to resolve that the company be wound up and that the name of Steven Kugel be placed before the members of the company to be nominated liquidator for the purposes of the winding up. It was noted that a signed Consent to Act had been provided by Steven Kugel for that purpose.

MEETING OF CREDITORS: IT WAS RESOLVED that the nominated liquidator was authorised to call a meeting of the company's creditors on behalf of the company and advise the director(s) of the date of that meeting so that the director(s) can arrange the meeting of the company's members. The nominated liquidator is entitled to his remuneration in arranging the meeting of creditors at his normal hourly rates and may draw his fees incurred from the funds realised.

CONFIRMATION: These Minutes were then read to the meeting and it was resolved that they be confirmed.

CLOSURE: There being no other business, the Chairman declared the meeting closed.

Directors name