

Full Name of Contractor

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS OF THE COMPANY
HELD AT (address) ON (date) AT (time) .

Present : Full name (signature)
 Full name (signature)
 Full name (signature)

1. (Full name of director) was elected Chairman of the meeting.
2. Pursuant to Article (number) of the Memorandum and Articles of Association of the Company, (number) director(s) shall constitute a quorum. The chairman then declared that the directors present constituted a quorum.
3. In respect of the application of the Company to register as a *Registered General Building Contractor / *Registered Minor Works Contractor (Company) / *Registered Specialist Contractor in the *Demolition/ *Foundation /*Ground Investigation Field / *Site Formation /*Ventilation Works Category under the Buildings Ordinance (BO), the following resolutions in appointing the key personnel to act for the Company to perform the required duty under the BO were adopted :

a. Appointment of Authorized Signatory

IT WAS RESOLVED that (Full name) be appointed as the 'Authorized Signatory' (AS) to act for the Company for the purposes of the BO #*He/*She also assists (Full Name) , the Technical Director, to manage the carrying out of building works and street works under the BO.

b. Appointment of Technical Director

IT WAS RESOLVED that (Full name), a director of the Company, be appointed as the 'Technical Director' of the Company. *He/*She is authorised to:

- (i) have access to plant and resources;
- (ii) provide technical and financial support for the execution of building works and street works; and
- (iii) make decisions for the company and supervise the AS and other personnel for the purpose of ensuring that the works are carried out in accordance with the BO.

#*c. Appointment of Other Officer to assist the Technical Director

IT WAS RESOLVED that (Full name) be appointed as the Other Officer to assist (Full name) , the Technical Director, to manage the carrying out of building works and street works under the BO.

4. There being no further business, the Chairman declared the Meeting closed.

(signature)

Chairman

* Delete whichever is inapplicable

If the TD does not possess the required qualification. (Not applicable for registered minor works contractors (company)). Please refer to alternative requirement 2 and 3 of Appendix A to F of Practice Notes for Registered Contractors 38.