

## 结束账户所需文件之样本

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会议纪录 (样本)

ABC Comapny Limited

有限公司

MINUTES OF MEETING OF THE BOARD OF DIRECTORS held on the following date, and at the following time and place namely:-

Date: 16 June. 2015  
Time: 10:00a.m.  
Place: Registered Office

Please clearly state **all account number(s)** and **account name(s)** to be closed in the Meeting Minutes  
请于会议纪录清楚注明所有需要结束的账户号码及账户名称

PRESENT : Chan Tai Man (陳太文)  
Lee Siu Ming (李小明)

QUORUM

The necessary quorum being present, the Chairman declares the meeting opened.

CHAIRMAN

Chan Tai Man (陳太文) was elected Chairman of the Meeting.

CANCELLATION BANK ACCOUNT

The directors agreed to cancel the following bank account.

Banker Name : The HongKong & Shanghai Banking Corporation

Company Name : ABC Company Limited

Account Number : XXX-XXXXXXX-XXX

END OF MEETING

There being no further business, the meeting was declared closed.

*Chan Tai Man*

Chairman