

結束戶口所需文件之樣本

目錄

頁數

➔ [會議紀錄 \(只提供英文版本\)](#)

2

會議紀錄 (樣本)

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
請於會議紀錄清楚註明所有需要結束的戶口號碼及戶口名稱

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