

BOARD RESOLUTION

For Approval of Offer Letter to Investors

Date: June 12, 2024

Place: Corporate Headquarters, 7th Floor, ABC Towers, Cityname

A meeting of the Board of Directors of **XYZ Private Limited** ("Company") was held at the above-mentioned place and date, following due notice to all Directors.

Present:

Mr. John Doe (Chairman)
Ms. Jane Smith (Director)
Mr. Robert Chen (Director)
Ms. Priya Kumar (Director)

Resolution

"RESOLVED THAT, pursuant to the provisions of the Companies Act, 2013 and any other applicable laws and articles of association of the Company, the draft Offer Letter to Investors, placed before the Board and initialed by the Chairman for the purpose of identification, be and is hereby considered, approved and adopted.

FURTHER RESOLVED THAT **Mr. John Doe, Chairman** and/or **Ms. Jane Smith, Director** of the Company, be and are hereby severally authorized to make any changes or modifications as may be required or suggested by regulatory authorities, and to take all necessary steps to issue and deliver the Offer Letter to prospective investors in accordance with applicable law."

Date: June 12, 2024

Mr. John Doe
Chairman

Ms. Jane Smith
Director

Important Notes:

- This resolution template is for reference only; legal advice should be sought for finalization.
- Ensure all legal and regulatory requirements relevant to your jurisdiction are followed.
- Proper quorum and attendance should be maintained; minutes must be circulated and approved.
- The actual Offer Letter should be attached as an exhibit or reference to the Board.
- Keep signed copies of the resolution for company records and statutory compliance.