

# Board Resolution for Tax Exemption

[Non-Profit Entity Name]

[Registered Address]

[Date]

Resolution No.: [Enter Number]

At a duly called meeting of the Board of Directors of **[Non-Profit Entity Name]**, held on the **[Date]** at **[Location]**, a quorum being present, the following resolution was adopted:

**WHEREAS**, the Board recognizes the benefits of obtaining tax-exempt status under applicable laws and regulations for the purpose of promoting and advancing the entity's charitable objectives;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors hereby authorizes and directs:

- That **[Name or Position]** is empowered to take all necessary actions on behalf of **[Non-Profit Entity Name]** to apply for tax-exempt status with the relevant tax authorities;
- That all required documents, forms, and supporting materials be prepared and submitted in accordance with applicable laws and procedures;
- That the officers and directors of the entity provide full cooperation and support required for the processing of the application; and
- That a certified copy of this resolution be provided as may be required to support the application for tax exemption.

This resolution was passed and adopted by the Board of Directors of **[Non-Profit Entity Name]** on this **[Day]** of **[Month, Year]**.

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**[Name]**  
*President/Chairperson*

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**[Name]**  
*Secretary*

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## Important Notes

- This sample is for reference and may need to be tailored to your organization's bylaws and local legal requirements.
- Ensure that meeting minutes reflect the adoption of this resolution and are signed by authorized officers.
- Attach required supporting documents (such as articles of incorporation and proof of charitable purpose) with your tax exemption application.
- Consult with legal or tax professionals before submission to ensure compliance with all laws and regulations.