

Board Meeting Agenda Compliance Statement

Date: **June 14, 2024**

Meeting Title: **Quarterly Board of Directors Meeting**

Location: **Head Office Conference Room**

This is to certify that the agenda for the aforementioned meeting of the Board of Directors has been prepared and distributed in accordance with the regulatory requirements and the organization's internal governance policies.

The following compliance measures have been duly observed:

- Agenda topics were specified in advance and communicated to all relevant parties.
- Notice and supporting materials were circulated at least [X] days prior to the meeting date.
- The items included comply with applicable laws, organizational bylaws, and board procedures.
- Any matters requiring board decision are clearly identified within the agenda.
- Documentation for agenda items is attached and accessible to all board members.

Certified by:

[Name]

[Title]

[Date]

Important Notes

- This statement helps demonstrate adherence to governance and transparency requirements.
- Retention of compliance statements is important for audit and regulatory review.
- Ensure all details and procedures match current legal and organizational policies.
- Review and update the format regularly to reflect best practices and compliance changes.