

# Declaration of Compliance with Board Meeting Quorum

Date: [Insert Date]

To:

The Board of Directors

[Insert Company Name]

[Insert Company Address]

## Declaration

I, **[Insert Name]**, in my capacity as **[Insert Designation, e.g., Company Secretary]** of **[Insert Company Name]**, do hereby declare that the meeting of the Board of Directors held on **[Insert Date of Meeting]** was duly convened and conducted in accordance with the provisions of the Companies Act and the Articles of Association of the Company.

I further confirm that the requisite quorum, as prescribed under applicable laws and the Company's governing documents, was present throughout the meeting.

Sincerely,

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[Insert Name]

[Insert Designation]

[Insert Company Name]

## Important Notes

- This declaration is an official record confirming the presence of a quorum at a board meeting.
- Ensure all factual details (date, names, designations) are accurate before signing.
- The declaration may be required for statutory records or future audits.
- Consult relevant laws and company bylaws for specific quorum requirements.