**Notice Calling Board Meeting**

Date of issue of Notice

**Name of Director**

**Address of Director**

# **NOTICE FOR THE MEETING OF THE BOARD OF DIRECTORS OF Name of Company---------------------- LIMITED**

Dear Mr. Name of Director,

Notice is hereby given to inform you that a meeting of the Board of Directors of the Company shall be held as per the following schedule:

Date: of Meeting

Time: of Meeting

Venue: of Meeting

The agenda of the meeting is enclosed.

You are requested to make it convenient to attend the above meeting.

# For **Name of company LIMITED**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Director**

(DIRECTOR)

DIN: --------------------

Add: of Director