**FULL NAME OF CORPORATION MINUTES**

**BUSINESS IDENTITY CODE OF CORPORATION**

**Board meeting**

**Date and time:** Date and time

**Location:** Street address and more detailed note of the venue if relevant

**Present:** Attendee names

**Opening of the meeting:**

 The board meeting was opened by (name) at (time)

**Confirming the quorum and validity of the meeting**

It was stated the board meeting has been legally convened and constituted a quorum in accordance with the rules.

**Approval of agenda**

The agenda was approved as distributed to be the agenda for this meeting.

**Payment services at Nordea Bank Abp**

A decision was taken on the following payment services:

* It was decided to open/change the services covered by the attached power of attorney for payments (signed on *date of* *signing of the* *letter of attorney*) and to connect these to the bank connection channel (*number of transmission channel*) of the accounting firm/software provider (*name*).
* (*name, personal identity number*) is authorised to enter into and sign the agreements concerning the payment services *(optional if the person authorised to sign for the company is unable to sign the agreements)*.

**Closing of the meeting**

The chair announced the meeting closed at (time).

In fidem

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Chair (name in block letters) Secretary (name in block letters)

(The minutes of the meeting will be scrutinised and confirmed in accordance with the corporation’s procedures.)