

**Model for minutes,  
board meeting of a limited company**

[COMPANY]

Meeting Board meeting

Minutes no X/200x

Date

Place

Present AA, Chairman

BB

CC, Secretary

DD

1§ Opening of the meeting

The meeting was opened by AA, the Chairman of the Board of Directors.

2§ Legitimacy of the meeting and presence of a quorum

As all members of the Board were present, it was stated that the meeting was legitimate and it constituted a quorum.

x§ Raising a credit

- **Loan**

A unanimous decision was made to raise a loan of EUR \_\_\_\_\_ from Nordea Bank Abp in accordance with the bank's general terms and conditions for credits.

- **Credit limit**

A unanimous decision was made to conclude a credit limit agreement of EUR \_\_\_\_\_ with Nordea Bank Abp in accordance with the bank's general terms and conditions for credits.

- **Increase of credit limit**

A unanimous decision was made to increase the amount of the credit limit agreement number \_\_\_\_\_ concluded with Nordea Bank Abp by EUR\_\_\_\_\_.

- **Bank guarantee**

A unanimous decision was made to obtain a bank guarantee of EUR from \_\_\_\_\_ Nordea Bank Abp and to provide a counter- obligation for the bank guarantee in accordance with the bank's general terms and conditions.

- **Financing limit**

A unanimous decision was made to conclude a financing limit agreement of EUR \_\_\_\_\_ with Nordea Bank Abp in accordance with the bank's general terms and conditions.

- **Documentary credit**

A unanimous decision was made to request Nordea Bank Abp to open a documentary credit of EUR \_\_\_\_\_ in accordance with the bank's general terms and conditions.

x§ Checking of the minutes

It was decided to check the minutes by signatures of those present.

In fidem

\_\_\_\_\_  
AA BB

\_\_\_\_\_  
CC DD

**Note!**

- **If the original minutes or an extract of the original minutes is not given to the bank, the copy must be certified.**
- **If the general terms and conditions for loan or other terms are significantly departed from, the model for minutes must be amended, if necessary.**