

On letterhead

## 1. Board Resolution for Appointment of Director

[On Company Letterhead]

**BOARD RESOLUTION FOR APPOINTMENT OF DIRECTOR**

**OF [COMPANY NAME]**

**CIN: [Company Identification Number]**

**HELD ON [DATE] AT [TIME] AT [REGISTERED OFFICE ADDRESS]**

**RESOLUTION NO. [NUMBER]**

"RESOLVED THAT pursuant to the provisions of Section 152 and other applicable provisions of the Companies Act, 2013 and the Articles of Association of the Company, [NAME OF THE PERSON], having DIN: [DIN NUMBER], who has given his/her consent in Form DIR-2 to act as a Director of the Company, be and is hereby appointed as a Director of the Company with effect from [DATE].

FURTHER RESOLVED THAT [NAME OF AUTHORIZED PERSON], Director/Company Secretary of the Company, be and is hereby authorized to file the necessary forms with the Registrar of Companies (ROC) and take such steps as may be necessary to give effect to this resolution."

**Certified True Copy**

For [COMPANY NAME]

---

[Name of Director]

[Designation]

[Date]

On letterhead

## 2. Board Resolution for Resignation of Director

[On Company Letterhead]

**BOARD RESOLUTION FOR RESIGNATION OF DIRECTOR**

**OF [COMPANY NAME]**

**CIN: [Company Identification Number]**

**HELD ON [DATE] AT [TIME] AT [REGISTERED OFFICE ADDRESS]**

**RESOLUTION NO. [NUMBER]**

"RESOLVED THAT the resignation of [NAME OF THE DIRECTOR], having DIN: [DIN NUMBER], from the office of Director of the Company be and is hereby accepted with effect from [DATE].

FURTHER RESOLVED THAT the Board places on record its sincere appreciation for the valuable services rendered by [NAME OF RESIGNING DIRECTOR] during his/her tenure as a Director of the Company.

FURTHER RESOLVED THAT [NAME OF AUTHORIZED PERSON], Director/Company Secretary of the Company, be and is hereby authorized to file the necessary forms with the Registrar of Companies (ROC) and take such steps as may be necessary to give effect to this resolution."

**Certified True Copy**

For **[COMPANY NAME]**

---

[Name of Director]

[Designation]

[Date]