



MINUTE OF SHAREHOLDERS RESOLUTION APPROVING COMPANY «[INSERT COMPANY NAME]» ANNUAL ACCOUNTS

You should be aware that we provide this document in good faith and trust it to be updated at the time of publication. The publication of this document does not correspond to any form of legal advice. You should be mindful that supervening laws and events may make them out-of-date. We recommend you to seek legal counsel to review and adapt those forms for your own use and to advise you on any specific legal questions you may have regarding the legislation and forms that are published in this website.

————— **MINUTE NUMBER [INSERT NUMBER]** —————

On the [INSERT DATE], at [INSERT HOURS], the General Meeting of [INSERT NAME OF THE COMPANY], [INSERT TYPE OF THE COMPANY], [INSERT AMOUNT OF SHARE CAPITAL], registered before the Commercial Registry Office of [INSERT PLACE] under the single registration and tax number [INSERT REGISTRATION AND TAX NUMBER], convened at the Company's registered office at [INSERT ADDRESS]. The General Meeting was convened by [registered letter with acknowledgment of receipt sent] on [INSERT DATE].—————

It was present [FOR «LDA COMPANIES» INSERT NAME OF THE SHAREHOLDERS / PROXIES OF SHAREHOLDERS / FOR «SA COMPANIES» A LIST SIGNED BY EACH OF THE SHAREHOLDERS PRESENT OR REPRESENTED MUST ATTACHED TO THE MINUTE].

After verifying the legality of the notice calling the meeting, the Chairman of the General Meeting opened the meeting and read the meeting agenda: —————

Item One: Resolve on the approval of the [INSERT YEAR] annual accounts of the Company; and—————

Item Two: Application of the results. —————

On Item One, after reviewing the accounting records presented by the Company's [management / Board of Directors], the annual accounts were approved with the votes representing [INSERT NUMBER OF SHARES THAT VOTED FAVOURABLY] shares, which represent a majority of [%] of the shares present at the meeting. —————

On Item Two, it was resolved with the votes representing [INSERT NUMBER OF SHARES THAT VOTED FAVOURABLY] shares, which represent a majority of [%] of the shares present at the meeting that the net results of the period would be applied as follows: —————

- a) EUR. [INSERT AMOUNT] to be transferred the legal reserve, under article [217] [LDA COMPANIES] [294] [SA COMPANIES] of the Portuguese Companies Code; —————
- b) EUR. [INSERT AMOUNT] to be transferred to the retained earnings account; and —
- c) EUR. [INSERT AMOUNT] to be paid to the shareholders as dividends. —————

