

[COMPANY]  
\_\_\_\_\_

THE SOCIALIST REPUBLIC OF VIETNAM  
Independence - Freedom – Happiness  
\_\_\_\_\_

No. .... /BB

Hanoi, date \_\_\_\_\_

**MEETING MINUTES**  
**OF MEMBERS`COUNCIL /GENERAL MEETING OF SHAREHOLDERS / OWNER**  
**ON AMENDING THE INVESTMENT CERTIFICATE OF [COMPANY]**

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Today, date \_\_\_\_\_2009, at head office of [COMPANY]  
(hereinafter referred as "**Company**")

Address: \_\_\_\_\_.

We hold the meeting of the Board of Members, including the following contents:

**I. Members / shareholder**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**II. Contents and decisions of meeting**

All of members unanimous in discussion to approve issues as follows:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

The minutes is approved by the members and made in 5 copies having equal validity

**Members / shareholder 1    Members / shareholder 2    Members / shareholder 3**