

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

**\_\_\_\_\_ 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. \_\_\_

AFTER HAVING RESOLVED ON THE MATTERS INCLUDED IN THE AGENDA, THE MEETING WAS ENDED AT [INSERT HOUR], BEING ALL OF THE FOREGOING INCLUDED IN THE PRESENT MINUTE, WHICH WILL BE SIGNED BY [INSERT NAMES OF THE SHAREHOLDERS AND/OR REPRESENTATIVES OF THE SHAREHOLDERS, IN CASE OF PRIVATE LIMITED COMPANY / CHAIRMAN AND SECRETARY OF THE GENERAL MEETING OF THE COMPANY, IN CASE OF PUBLIC LIMITED COMPANY].

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