

NOTICE OF MEETING

A meeting of the _____ of _____ will be held at _____,
_____ on _____ at _____.

The record date for shareholding will be _____.

Dated: _____

Corporate Secretary

Notice of Meeting Review List

This review list is provided to inform you about this document in question and assist you in its preparation. This is a standard Notice of Meeting form that can be adapted for a variety of corporate purposes, such as special meetings, regular meetings, and the like.

1. Make multiple copies. Be sure they are mailed to the best addresses you have for all relevant parties. If in doubt, broaden the mailing list to encompass all interested parties.