# Minutes of the Noteholder Meeting (#...), held on xx/ yy/ zzzz.

This meeting was called in writing on [xx/yy/ zzzz] and the motions below were stated in that meeting call.

1. Present in Meeting in Person or Online:
* Present in person/ online:

|  |  |
| --- | --- |
| Name | Security Value |
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|  |  |
|  |  |

* Present by Proxy:

|  |  |
| --- | --- |
| Name | Security Value |
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|  |  |

Total Security Value Present: EXX,XXX

1. General Summary:

*[Text]*

1. Motions Voted On & Results:

Motion 1:

* + *[Text]*

Voting Result for Motion 1

|  |  |  |  |
| --- | --- | --- | --- |
| In Favor (Name) | Security Value | Not in Favor (Name) | Security Value |
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|  |  |  |  |
| Total Value in Favor: | Total%: | Total Value Against: | Total%: |
| XX,XXX | Y% | XX,XXX | Y% |

Motion 2:

* + *[Text]*

Voting Result for Motion 2

|  |  |  |  |
| --- | --- | --- | --- |
| In Favor (Name) | Security Value | Not in Favor (Name) | Security Value |
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|  |  |  |  |
| Total Value in Favor: | Total%: | Total Value Against: | Total%: |
| XX,XXX | Y% | XX,XXX | Y% |

1. Witness Statement:

With this signature we declare that the following is true and accurate record of the voting results of the above meeting. Date:

Chairman: Secretary:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, Role: …., … Name, Role: …, ….

This record will be published electronically to all investors in this security. Objections to the content of this record can be made within 10 days, after this the record is confirmed. Only objections as to the accuracy of the record are admissible. Objections to decisions made are inadmissible.

# Appendix (Please Copy the Text Below Into the Minutes, and Subsequently Delete this Appendix. What Follows is not Part of any Formal Minutes)

Please find below a limited selection of template formal motions that you may use during a security holder meeting:

* + “In response to a proposal by the issuing party, we agree to change the Final Conversion Date/ Interest/ Cap/ Discount of security [Batch#: X] from Value X to Value Y.”
	+ “In response to a proposal by the issuing party, we agree to convert security [Batch #...] using a Conversion Price that is equal to EUR X mio for all outstanding shares prior to conversion while all other terms - Interest, Discount, Cap, etc. – will be unchanged and applied as agreed in the security contract.”