



# **CBB Reporting Appendix BR-6 Board and Committee Meetings**



**BOARD AND COMMITTEE MEETINGS**  
ANNUAL REPORT

**NAME OF MICROFINANCE INSTITUTION:**

To be completed as required under Paragraphs HC-1.3.8 and BR-1.1.4 and submitted as an attachment to the year-end PIR, within 20 calendar days of the reporting date.

For the year ending		Submission date	
Signature of Authorised Official		Contact telephone number	
Position (of Authorised Official)		Contact E-mail	

*Please list all Board meetings held during the calendar year, together with attendance details as specified below. Where less than four Board meetings were held, please provide an explanation as to the circumstances. Companies that were incorporated during the calendar year in question should specify the date of their commercial registration. If necessary, please use a continuation sheet.*

Date & location of meeting	Names of Directors present	Names of Directors who participated by phone/ video link	Names of directors not present



**BOARD AND COMMITTEE MEETINGS**  
ANNUAL REPORT

**NAME OF MICROFINANCE INSTITUTION:**

*Please list all Board Committee meetings held during the calendar year, together with attendance details as specified below. Where no such meetings were held, please provide an explanation as to the circumstances. Licensees that were incorporated during the calendar year in question should specify the date of their commercial registration. If necessary, please use a continuation sheet.*

Type of meeting, date & location	Committee members present	Committee members who participated by phone/ video link	Committee members not present