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STATUTORY INSTRUMENTS

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**2013 No. 3208**

The Postal Administration Rules 2013

PART 4

MEETINGS AND REPORTS

CHAPTER 1

*Creditors Meetings*

**Minutes**

- 32.**—(1) The chair of the meeting must cause minutes of its proceedings to be kept.
- (2) The minutes must be authenticated by the chair, and be retained by the chair as part of the records of the postal administration.
- (3) The minutes must include—
- (a) a list of the names of creditors who attended (personally or by proxy) and their claims; and
  - (b) a record of every resolution passed.