



Consulting and Training | Reach New Heights

Course Name

Corporate Legal Documentation & Resolutions

Sector Name

Legal and Corporate Law

Document Type

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Corporate Legal Documentation & Resolutions

Course Introduction

Corporate decisions do not become legally reliable simply because the right people agreed on them. Significant actions involving boards, shareholders, appointments, ownership, capital, authorities, transactions, and organizational changes often depend on properly prepared resolutions, minutes, approvals, and supporting corporate records. Weak documentation can create uncertainty over what was approved, who had authority, whether required procedures were followed, and whether the company can later demonstrate the validity of its actions.

Boost Consulting & Training offers this course to develop the practical skills required to prepare, review, and control corporate legal documentation surrounding formal company decisions. The program focuses on board and shareholder resolutions, meeting records, written decisions, approval evidence, supporting documents, corporate registers, and the documentation trail connecting a proposed action with its final authorization and implementation.

The **main concept of this course** is to transform corporate decisions into clear, legally supported, and traceable records that provide reliable evidence of corporate authority and action.

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Target Audience

- ✓ Corporate lawyers and legal counsel
- ✓ Company secretarial and corporate governance professionals
- ✓ Corporate affairs professionals
- ✓ Professionals responsible for board and shareholder documentation

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Learning Objectives

- ✓ Identify the corporate documents required for different types of company decisions.
- ✓ Distinguish between resolutions, minutes, approvals, consents, and supporting records.
- ✓ Determine the appropriate decision-making body before preparing corporate documentation.
- ✓ Draft clear and effective board and shareholder resolutions.
- ✓ Prepare meeting records that accurately capture decisions and required actions.
- ✓ Detect inconsistencies between approvals, resolutions, and supporting documents.
- ✓ Maintain a reliable documentary trail for significant corporate actions.
- ✓ Review corporate records for completeness, consistency, and legal reliability.

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Course Outline

✓ DAY 01

Building the Corporate Documentation Trail

Connecting Decisions with Legal Records

- ✓ Identify the documents that support different corporate actions and approvals.
- ✓ Distinguish resolutions, minutes, consents, certificates, registers, and supporting records.
- ✓ Trace how a proposed action moves from consideration to formal corporate evidence.

Determining the Correct Documentation Route

- ✓ Identify whether a matter belongs to management, the board, or shareholders.
- ✓ Determine the approvals and records required at each decision level.
- ✓ Build a Corporate Documentation Map for a series of company actions.

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Course Outline

✓ DAY 02

Drafting Effective Corporate Resolutions

Structuring Board Resolutions

- ✓ Translate proposed corporate actions into precise approval language.
- ✓ Define authority, conditions, responsibilities, and implementation actions within resolutions.
- ✓ Avoid ambiguity that may create uncertainty over what the board approved.

Preparing Shareholder Resolutions

- ✓ Align resolution content with the nature and significance of the shareholder decision.
- ✓ Ensure that the approved action and resulting authority are clearly expressed.
- ✓ Complete a Corporate Resolution Drafting Workshop using board and shareholder scenarios.

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Course Outline

✓ DAY 03

Creating Reliable Meeting Records

Recording Corporate Deliberations

- ✓ Capture attendance, matters considered, decisions reached and required follow-up accurately.
- ✓ Distinguishing information necessary for the record from unnecessary narrative.
- ✓ Document declarations, abstentions, conditions, and other significant decision circumstances.

Reviewing Minutes for Legal Reliability

- ✓ Identify gaps between meeting discussions, resolutions, and recorded outcomes.
- ✓ Detect unclear wording that could create future disagreement about the decision.
- ✓ Conduct a Board Minutes Review Exercise to correct weaknesses in a simulated meeting record.

Corporate Legal Documentation & Resolutions

Course Outline

✓ DAY 04

Documenting Complex Corporate Actions

Coordinating Multiple Approvals

- ✓ Map interconnected approvals where a corporate action requires several decision stages.
- ✓ Ensure consistency between board, shareholder, and delegated approvals.
- ✓ Track conditions that must be satisfied before approved actions can be implemented.

Creating the Supporting Evidence File

- ✓ Assemble documents demonstrating authority, approval, execution, and completion.
- ✓ Identify missing records that could weaken the corporate documentation trail.
- ✓ Build a Corporate Action File for a significant organizational decision.

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Course Outline

✓ DAY 05

Strengthening Corporate Record Integrity

Maintaining Consistent Corporate Records

- ✓ Connect resolutions and minutes with registers and other relevant corporate records.
- ✓ Identify inconsistencies between historical records and current corporate information.
- ✓ Establish practical review points following significant corporate actions.

Testing Documentation Quality

- ✓ Assess corporate records for authority, clarity, completeness, consistency, and traceability.
- ✓ Identify documentation weaknesses before they become issues in transactions, audits, or disputes.
- ✓ Complete a Corporate Documentation Audit and produce a prioritized corrective action plan.

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Jan. 24, 2027	Jan. 28, 2027	5 days	4250.00 \$	Egypt , Sharm El Sheikh
April 18, 2027	April 22, 2027	5 days	4250.00 \$	Bahrain , Manama
Sept. 6, 2027	Sept. 10, 2027	5 days	4950.00 \$	England , London
Dec. 28, 2026	Jan. 1, 2027	5 days	4250.00 \$	UAE , Dubai

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