

<<Company Name>> LIMITED
(Company number <<Company Number>> and registered in England with Companies House under registration No.>>)

[Minutes of a meeting of the board of directors (or sole director) of <<Company Name>> Limited (the "Company") held at <<Location>> on <<Date>> at <<Time>>.]

PRESENT:	NAME	POSITION
	<<Name>>	Director
	[Director]	[Director]
	[Director]	[Director] [Secretary]
[IN ATTENDANCE:]		
[APOLOGIES FOR ABSENCE RECEIVED FROM:]		

[1. CHAIRMAN]

[It was resolved that <<Name>> <<Name>> took the chair of the meeting as chairman of the Company and

[2. NOTICE AND QUORUM]

[The chairman reported that sufficient notice had been duly given and that a quorum was present. The chairman's report was open.]

[3. DECLARATIONS OF INTERESTS]

[Each director present at the meeting declared that they did not have any] direct or indirect interests in any of the matters to be considered at the meeting which they were required to declare under section 177 of the Companies Act 2006 and the Company's articles of association.] **OR** [confirmed that they did not have any interests that were to be considered at the meeting under section 177 of the Companies Act 2006 and the Company's articles of association.]

4. BUSINESS [OF THE MEETING] [RECTOR]

The [chairman] **OR** [sole director] reported that the business of the meeting was conducted in accordance with the provisions of the Company's articles of association and that it is approved by special resolution and is supported by a special resolution of the shareholders of the Company. [The chairman] **OR** [sole director] reported that the business of the meeting was conducted in accordance with the provisions of the Company's articles of association and that it is approved by special resolution and is supported by a special resolution of the shareholders of the Company.

¹ Paragraphs 1 to 3 and paragraph 9 of the Company's articles of association only have effect if the Company has more than one director because the Company only has one director because

Company that the share capital of £<<existing share capital>> divided into <<number and type of shares e.g. ordinary>> of £<<amount>> each [(which have been issued and are fully paid up)] to <<number and type of shares e.g. ordinary>> of £<<amount>> each. Such reduction shall be effected by

EITHER

[[extinguishing] OR [reducing] the share capital of £<<amount>> per share in respect of share capital not paid up]

OR

[cancelling paid-up share capital of £<<amount>> per share of shares e.g. ordinary>> that is lost or unrepresented by available assets to the extent of £<<amount>> per share]

OR

[repaying to the holders of <<number and type of shares e.g. ordinary>> paid-up share capital to the extent of £<<amount>> per share]

OR

[<<any other manner permitted by the Companies Act 2006>>].

5. DOCUMENTS PRODUCED TO THE MEMBERS

The following documents were produced to the members of the Company:

- (a) Draft Solvency Statement
- (b) Draft [written] special resolution of the Company (“[Written] Resolution”) which states that

That the share capital of £<<existing share capital>> divided into <<number and type of shares e.g. ordinary>> of £<<amount>> each [(which have been issued and are fully paid up)] to <<number and type of shares e.g. ordinary>> of £<<amount>> each. Such reduction shall be effected by

EITHER

[[extinguishing] OR [reducing] the share capital of £<<amount>> per share in respect of share capital not paid up]

OR

[cancelling paid-up share capital of £<<amount>> per share of shares e.g. ordinary>> that is lost or unrepresented by available assets to the extent of £<<amount>> per share]

OR

[repaying to the holders of <<number and type of shares e.g. ordinary>> paid-up share capital to the extent of £<<amount>> per share]

OR

[<<any other manner permitted by the Companies Act 2006>>].

S

A

M

P

-

E

an reported] **OR** [The sole
above] that **EITHER** [the
] **OR** [the Written Resolution had

- Secretary] OR <<Name>> to
thin 15 days of the passing of the

Companies Act 2006
a same day service]

declared that the meeting was

