

<<Name>> LIMITED
MINUTES of the Company
of >

Present:
<<Name>>
<<Name>>

In attendance:
<<Name>>
<<Name>>

1. The Chairman announced that the Meeting had been duly given notice and consent to the Meeting had been received from all the members of the Company and vote at the Meeting].
2. The Chairman announced that the Meeting was duly constituted.
3. It was unanimously agreed that the Minutes of the Meeting should be taken as read.
4. The Chairman proposed that the resolution of the Company. The resolution was put to the meeting and the resolution [had been carried and so a poll was taken] OR [had not been carried and so a poll was taken].
5. The Chairman proposed that the resolution of the Company. The Chairman put the resolution to the meeting and declared the resolution [had been carried and so a poll was taken] OR [had not been carried and so a poll was taken].
6. There being no further business, the Meeting was adjourned.

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Chairman