

<<Company Name>> LIMITED
(Company number <<Company Number>> and Registration No.>>)

[Minutes of a meeting of the board of directors / resolutions of the sole director] of
<<Company Name>> Limited (Company Number <<Company Number>> and Registration No. <<Registration No.>>) on <<Date>> at <<Time>>.

PRESENT:		POSITION
		Director
		[Director]
		[Director] [Secretary]
[IN ATTENDANCE:]		
[APOLOGIES FOR ABSENCE RECEIVED FROM:]		

[1. CHAIRMAN]

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

[2. NOTICE AND QUORUM]

[The chairman reported that sufficient notice had been duly given and that a
quorum was present. The chairman confirmed that the meeting was open.]

[3. DECLARATIONS OF INTERESTS]

[Each director present at the meeting declared that they did not have any] OR [confirmed that they did not have any] direct or indirect interests in the Company or 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.]

4. RESIGNATION [AND APPOINTMENT]

There was produced to the meeting a written resignation of outgoing Secretary >> <<Name>> of outgoing Secretary >> <<Name>> WAS RESOLVED that the same <<Name>> be accepted forthwith and that <<Name>> Secretary >> be appointed as the new Secretary of the Company with immediate effect.

¹ Paragraphs 1 to 3 and 6 are not required if there is only one director because there will not be a meeting.

5. FILING

The [chairman] **OR** [sole director] [Secretary] **OR** [<<Name>>] to:

- (a) file Form TM02 at Com <<Name>> within 15 days of the general meeting in respect of << Name of >> and
- (b) file Form [AP03] [AP04] within 15 days of the general meeting in respect of <> [Secretary >>]

[6. CLOSE

There was no further business and [Chairman] declared that the meeting was closed.]

.....
[Chairman] **OR** [Director]

.....
Chairman

² Form AP01 should be used for an individual director; Form AP03 should be used for a corporate director and Form AP04 should be used for a corporate secretary.

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