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tration No.>>)

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

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

#### [1. CHAIRMAN

It was resolved that <<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 INTEREST

[Each director present at the meeting declared that they did not have any] direct or indirect interest in any business transactions 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 such interests.]

#### 4. BUSINESS OF THE MEETING

It was noted that the coronavirus pandemic has had a serious impact on the  
Company's business. It was further noted that all directors of the Company are aware of  
their duties and responsibilities with regard to the Company notwithstanding the pandemic. The  
directors noted that their duty to act in the best interests of the Company, in good faith, will promote the  
success of the Company.

<sup>1</sup> Paragraphs 1 to 3 and 7 are not required to be included in the minutes if there is only one director because there will not be a meeting.



success of the Company for benefit of all shareholders and different issues as a result of the COVID-19 pandemic, the directors should document the decisions to steer the Company through the pandemic.

hole, may mean considering more options. The Company has therefore decided that the directors should document the decisions and will consider in making their decisions the impact of the pandemic and its aftermath.

## 5. DOCUMENTS [PRODUCED TO THE DIRECTOR]

[CONSIDERED BY THE SOLE

The following documents were [produced to the] DIRECTOR [considered]:

R [considered]:

<<List any relevant documents>>

## 6. RESOLUTIONS

In light of COVID-19 and after considering the Companies Act 2006, IT WAS RESOLVED THAT the directors would specifically consider:

referred to in section 172(1) of the Companies Act 2006, in making their decisions, the directors

- The Company's supply chain and the impact caused by COVID-19.
- The Company's financial position (and possible long-term) impact.
- Taking any loans and/or Government assistance in the event of economic disruption.
- The Company's insurance cover and the effects of COVID-19.
- The Company's employee health and safety and the Company proposes to take any action.
- Implementing safe working practices.
- <<Insert any other specific resolutions in order to comply with their duties.>>

contracts to mitigate the uncertainty

position to monitor the immediate impact of the pandemic.

may help the Company through the

the scope of cover considering the

ghed employees and what action

return to work when permitted.

the directors wish to document in

It was further resolved that the directors should take a proactive, and engaged manner in ensuring compliance with the Companies Act 2006 and the COVID-19 pandemic and its aftermath.

d, proactive, and engaged manner in ensuring compliance with the Companies Act 2006 and the COVID-19 pandemic and its

## [7. CLOSE

There was no further business and the meeting was closed.]

an declared that the meeting was

.....  
[Chairman] OR [Sole Director]