

<<C  
(Company nu  
TED  
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>> be elected 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 then declared the meeting was open.]

#### [3. DECLARATIONS OF INTEREST

[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 any 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. DOCUMENTS [PRODUCED TO THE BOARD] [CONSIDERED BY THE SOLE

The following documents were [presented to the board] OR [considered]:

<< List documents >>

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

## 5. RESOLUTIONS

After consideration of the matters  
WAS RESOLVED:

<< List resolutions >>

## 6. FILING

The [chairman] **OR** [sole director]  
the following at Companies House

<< List items to be filed at Companies House >>

## [7. CLOSE

There was no further business and  
closed. ]

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

(1) of the Companies Act 2006, IT

Secretary] **OR** <<Name>> to file

an declared that the meeting was

S

A

M

P

L

E