

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

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

- [Chair**
It was resolved that <<Name>> acted as chair of the Company and
<<Name>> took the chair of the meeting.
- [Notice And Quorum**
The chair reported that sufficient notice had been duly given and that a
quorum was present. The chair declared the meeting was open.¹
- Declaration of Interests**
Each director present at the meeting [declared that they had no interest in any
did not have any] direct or indirect interest in any proposed arrangements that were
being considered at the meeting [or confirmed that they had no interest in any proposed
required to disclose by section 177 of the Companies Act 2006 / articles of association].
- Change of Registered Office**
The Company wishes to change its registered office address from <<insert address>>
to <<insert address>>.
It was noted that under the European Corporate Transparency Act 2023 (ECCTA), companies must
an appropriate address. The Company expects to come to the attention of the relevant
delivery is capable of being delivered to the address.
It was confirmed that the Company's registered office address complied with all
relevant statutory requirements.

¹ Paragraphs 1, 2 and 8 are not required if there is only one director because there will not be a meeting.

5. **Document [Produced to The Sole Director] OR [Produced by The Sole Director]**

The following document was [produced to The Sole Director] OR [produced by The Sole Director]:

a) Draft Form AD01

6. **Resolution & Confirmation**

IT WAS RESOLVED:

a) that the registered office address of the Company has been changed to <<insert new registered office address>>, for so long as it is an appropriate address as required by the Companies Act 2006 and is kept there.² Company's records be

It was confirmed that the Company's registered office address is in the same part of the UK that the Company is incorporated).

7. **Filing**

The [chair] OR [sole director] OR [Company Secretary] OR <<Name>> to file the following at Companies House as soon as practicable and within the prescribed time limits³:

a) Form AD01 (Change of Registered Office)

It was noted that the registered office address has been officially changed until Companies House has registered it.

8. **[Close]**

There was no further business to be dealt with. The chair declared that the meeting was closed.]

.....
[Chair] OR [Sole Director]

² You must tell Companies House if company records are kept at a SAIL.

³ You must tell Companies House within 14 days.