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

PRESENT	NAME	POSITION
	<<Name>>	Director
	[<<Name>>]	[Director]
	[<<Name>>]	[Director] [Secretary]
[IN ATTENDANCE:]		
[APOLOGIES FOR ABSENCE RECEIVED FROM:]		

[1. CHAIRMAN

It was resolved that <<Name>> be appointed 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 stated that the meeting was open.]

3. RESIGNATION OF AUDITORS

There was produced to the meeting a notice of resignation of <<name of resigning auditors>>, the
auditors to the Company, resigning with [immediate effect/effect from
<<insert date>>]. The directors noted that the Company is a non-public interest
company¹ and it was noted that in accordance with section 519 of the Companies Act 2006,
the auditors did not consider that the resignation was connected with their resignation,
connected with their resignation, nor the matters connected with the resignation to the attention of members or
creditors of the Company.

[4. APPOINTMENT OF NEW AUDITORS

It was further noted that, <<insert name>> be appointed as auditor of the
Company to hold office with [immediate effect/effect from <<insert date>>] until the end of the
next period for appointing auditors under section 519 of the Companies Act 2006, at a
remuneration to be determined by the directors.

¹ The requirements of an auditor's notice of resignation of a public interest company. An auditor of a non-public interest
company a statement of his/her reasons for ceasing to hold office, if they are all exempt reasons. These

any is a public interest company or a non-public
company a statement of his/her reasons for ceasing
emption.

5. RESOLUTIONS

IT WAS RESOLVED AS FOLLOWS:

- 1. that the resignation of <<Name of resigning director>> be and is hereby accepted with immediate effect; and
- 2. [that <<Name of new auditor>> be and they are hereby appointed as auditors to the effect]

[5. FILING

The [chairman] OR [sole director] make all necessary entries in the Company's books necessitated by the business of the Meeting.]

[6. CLOSE

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

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

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<<Name of resigning director>> be and is hereby accepted with immediate effect; and
[that <<Name of new auditor>> be and they are hereby appointed as auditors to the effect]

any Secretary] OR <<Name>> to
books necessitated by the business of

an declared that the meeting was