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(Company nu
TED
tration No.>>)

Minutes of a general meeting of the <<Company Name>> Limited (Company)
held at <<Location>> on <<Date>>

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

The Chairman declared the meeting

The Chairman explained that the r
641 of the Companies Act 2006, p
supported by a Solvency Statemen

is permissible pursuant to section
d by Special Resolution and is

There was produced to the meeting
section 643 of the Companies Act
the shareholders when they voted

satisfying the requirements of
Statement was made available to
n and throughout the meeting.

Special Resolution

That the share capital of the Comp
into <<number and type of shares
issued and are fully paid up]) to £<
ordinary>> of £<<amount>> each.
Such reduction shall be effected b

<<existing share capital>> divided
nount>> each [(which have been
<<number and type of shares e.g.

EITHER

[[extinguishing] OR [reducing] the
the extent of £<<amount>> per sh

d type of shares e.g. ordinary>> to
apital not paid up]

OR

[cancelling paid-up share capital o
or unrepresented by available ass

shares e.g. ordinary>> that is lost
mount>> per share]

OR

[repaying to the holders of <<num
capital to the extent of £<<amount

g. ordinary>> paid-up share

OR

[<<any other manner permitted by <<S>>].

It was proposed by <<Name>>, seconded by <<Name>>, and on a show of hands
[unanimously agreed by those present] or [less than 75% of the members (or
their duly appointed proxies) who, if present, would have been entitled to vote
at the meeting] that the special resolution should be passed.

There was no further business and the Chairman declared that the meeting was
closed at <<Time>>.

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