<<**C** (Company nu

TED tration No.>>)

[Minutes of a meeting of the board <<Company Name>> Limited (Co

Itions of the sole director] of n>> on <<Date>> at <<Time>>.

PRESENT:	1
	4
	[
	[
[IN ATTENDANCE:]	
[APOLOGIES FOR ABSENCE RECEIVED FROM:]	
	_

Λ	POSITION
	Director
	[Director]
	[Director] [Secretary]

[1. CHAIRMAN]

[It was resolved that <<Name>> w <<Name>> took the chair of the m

[2. NOTICE AND QUORUM]

[The chairman reported that suffic quorum was present. The chairma

[3. DECLARATIONS OF INTERES

[Each director present at the meet have any] direct or indirect interes at the meeting which they were re-2006 and the Company's articles of

4. BUSINESS [OF THE MEETING

The [chairman] **OR** [sole director] the Company's option to redeem of the holder's option to redeem certa pursuant to section 709 of the Compermitted to be made out of capital

nan of the Company and

had been duly given and that aing was open.]

y] OR [confirmed that they did not ments that were to be considered ion 177 of the Companies Act

RECTOR]

of the meeting was to [exercise s] OR [approve the exercise of out of capital. It was noted that mption of own shares was ment is supported by a Directors'

as one director because there will not

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¹ Paragraphs 1 to 3 and 9 are not requibe a meeting.

Statement and an auditor's report and approved by special resolution

5. DOCUMENTS PRODUCED TO

The following documents were pro

(a) Notices exercising the redeemable shares:

Name of Holde

<< >>

<< >>

<< >>

<< >>

- (b) Draft [written] special re Resolution) which state
 - That, on the basis of hereto, the conside shares in the mann and is hereby author Act 2006 to consist

6. RESOLUTIONS

After consideration of the matters WAS RESOLVED:

- (a) to approve the docu
- (b) that the Directors w
 Company and, havi
 more than 3 months
 prepare and sign th
 Companies Act 200
 which the Resolutio
 Resolution is circula
- (c) to instruct the audite Statement, address company's state of permissible capital determined in accordance 2006 and that he is expressed by the dimentioned therein i

on 714 of the Companies Act 2006

HE SOLE DIRECTOR]

PR [to] the following holders of

of Shares	Value £
	<< >>
	<< >>
	<< >>
	<< >>

of the Company ([Written]

nt and auditor's report annexed of << amount >> redeemable any's articles of association be section 716 of the Companies tal.

(1) of the Companies Act 2006, IT

graph 5 above.

b the affairs and prospects of the ts of the Company that were not hissible capital payment and equired under section 714 of the n one week before the meeting at n the date when the Written nber of the Company];

be annexed to the Directors'
g that he has inquired into the
pecified in the statement as the
question is in his view properly
to 712 of the Companies Act
indicate that the opinion
t as to any of the matters
circumstances:

- (d) to instruct the [the (a general meeting be auditor's report are Written Resolution of Company's auditors auditor's report] for special resolution in initialled by the cha
- (e) subject to the passi no later than 7 wee redeem the redeem exercise of the hold paragraph 5] out of 5 [; and
- (f) [to instruct the [the exercising the optio paragraph 5 to the l to each holder.]

7. ADJOURNMENT

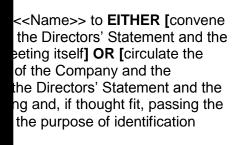
- (a) [The meeting was] OR meeting of the compan Written Resolution coul passed].
- (b) [The meeting was reco director noted after the Resolution had been pa been passed].

8. FILING

The [chairman] OR [sole director]

- (a) arrange for the [Writter days together with the l
- (b) to arrange for the public either to publish a notic of the company's credit
- (c) arrange for copies of th for inspection for 5 wee and
- (d) complete and file Form redemption of shares.

[9. CLOSE



ution, no earlier than 5 weeks and exercise the Company's option to a paragraph 5] **OR** [approve the exercise redeemable shares referred to ind at the price set out in paragraph

<<Name>> to submit notices able shares referred to in gether with the consideration due

rned so that **EITHER** [a general Resolution passed] **OR** [the e member of the Company and

an reported] OR [The sole above] that EITHER [the] OR [the Written Resolution had

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

t Companies House within 15 the auditor's report;

rescribed form in the Gazette and r or give notice in writing to each

nd auditor's report to be available assing of the [Written] Resolution;

use within one month of the

There was no further business and closed.]

[Chairman] OR [Director]

declared that the meeting was