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(Company nu
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tration No.>>)

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

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

The Chairman declared the meeting open.

The Chairman noted that the business of the meeting was to consider an ordinary resolution to remove <<Name of Director proposed to be removed>> with further ordinary resolution to replace him/her with <<Name of Director proposed to be appointed>> with thought fit, to pass such ordinary resolution[s].

[It was noted that representations had been made by <<Name of Director proposed to be removed>> to the members of the company in relation to the proposed ordinary resolution to remove him/her from office had been made and the members had been given a copy of the proposed ordinary resolution to remove him/her from office.]

[The members not having been notified in advance of the meeting of the proposed ordinary resolution to remove him/her from office, such representations were read out to the members of the company.]

[<< Name of Director to be removed >> proposed ordinary resolution to remove him/her from office.]

Ordinary Resolution[s]

1. THAT in accordance with the Companies Act 2006 << Name of Director to be removed >> be removed from office as a director of the Company with immediate effect and shall not have effect until << Date >>.
- [2. THAT, subject to << Name of Director to be appointed >> giving notice in writing to the Company of his/her willingness to act as director, << Name of Director to be appointed >> be appointed as a director of the Company with immediate effect and shall not have effect until << Date >>.]

to consider an ordinary resolution to remove <<Name of Director proposed to be removed>> with further ordinary resolution to replace him/her with <<Name of Director proposed to be appointed>> with thought fit, to pass such ordinary resolution[s].

and ordinary resolution to remove <<Name of Director proposed to be removed>> [and the members of the company in relation to the proposed ordinary resolution to remove him/her from office had been made and the members had been given a copy of the proposed ordinary resolution to remove him/her from office.]

ons in relation to the proposed ordinary resolution to remove << Name of Director to be removed >> required that

the meeting in relation to the proposed ordinary resolution to remove << Name of Director to be removed >> [and the members of the company in relation to the proposed ordinary resolution to remove him/her from office had been made and the members had been given a copy of the proposed ordinary resolution to remove him/her from office.]

the Companies Act 2006 << Name of Director to be removed >> be removed from office as a director of the Company with immediate effect and shall not have effect until << Date >>.

eding resolution and having given notice in writing to the Company of his/her willingness to act as director, << Name of Director to be appointed >> be appointed as a director of the Company with immediate effect and shall not have effect until << Date >>.

proposed to be n
Agreement subm
authorised to e
Company.]

[It was] **OR** [They were] proposed
hands [unanimously agreed by the
members (or their duly appointed p
that the ordinary resolution[s] sho

There was no further business and
closed at <<Time>>.

g resolution upon the terms of the
d approved and the chairman be
with for and on behalf of the

d by <<Name>> and on a show of
by not less than 50% of the
ed to do so, voted at the meeting]

declared that the meeting was

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