

<<C...>> TED  
(Company nu... ration No.>>)

[Minutes of a meeting of the board of directors (or resolutions of the sole director] of  
<<Company Name>> Limited (Company No. <<Company No.>>) on <<Date>> at <<Time>>.

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

S  
A  
M  
P  
L  
E

[1. CHAIRMAN]

[It was resolved that <<Name>> <<Name>> 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's report was accepted and the meeting was open.]

[3. DECLARATIONS OF INTERESTS]

[Each director present at the meeting <<Name>>] OR [confirmed that they did not have any] direct or indirect interests in any of the matters to be considered at the meeting which they were required to declare under section 177 of the Companies Act 2006 and the Company's articles of association.]

4. RESIGNATION [AND APPOINTMENT]

There was produced to the meeting a resignation from the office of Secretary <<Name>> resigning from the office of Secretary <<Name>> <<Name>> be accepted forthwith and that <<Name>> Secretary of the Company with immediate effect. <<Name>> Y <<Name>> of outgoing Secretary >> <<Name>> WAS RESOLVED that the same <<Name>> Secretary >> be appointed as the new Secretary of the Company with immediate effect.

<sup>1</sup> Paragraphs 1 to 3 and 6 are not required if there is only one director because there will not be a meeting.

5. FILING

The [chairman] OR [sole director] Secretary] OR [ <<Name>>] to:

- (a) file Form TM02 at Com days of the general meeting in respect of << Name of and
- (b) file Form [AP03] [AP04 within 15 days of the general meeting in respect of < retary >>]

[6. CLOSE

There was no further business a an declared that the meeting was closed. ]

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

.....  
Chairman

\_\_\_\_\_  
<sup>2</sup> Form AP01 should be used for an in director; Form AP03 should be used f corporate secretary.

2 should be used for a corporate and Form AP04 should be used for a

S

A

M

P

L

E