

Board Minutes	Registered Office
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<<COMPANY NAME>>
(Company number <<Company No.>>)

[Minutes of a meeting of the board of directors of <<Company Name>> Limited (the "Company") held 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>> would be the 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 declared the meeting open.]¹

3. DOCUMENTS [PRODUCED TO THE BOARD AND CONSIDERED BY THE SOLE DIRECTOR]

The following document was [produced and considered]:

- a) Draft Form AD01

¹ Paragraphs 1, 2 and 6 are not required if the meeting is held by the sole director because there will not be a meeting.

4. RESOLUTION

IT WAS RESOLVED:

- a) that the registered office of the Company shall be at << address >> and that the register of members and directors' service contracts be kept at << address >> or memoranda, of the directors service contracts be kept at << address >>

5. FILING

The [chairman] OR [sole director] instructed the [secretary] OR <<Name>> to file the following at Companies House within 14 days of the meeting:

- a) Form AD01 (Change of Registered Office)

[6. CLOSE

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

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[Chairman] OR [Sole Director]

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