

<<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 (the <<Company Name>> 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>> <<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 reported that the meeting was open.]

[3. DECLARATIONS OF INTEREST

Each director present at the meeting [declared 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. [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. TRANSFER[S] OF SHARE[S]

There was produced to the Meeting [1] [each] in the capital of the Company [s] of [an] Ordinary Share[s] of £

Transferor
<< >>

No of Shares
<< >>

¹ Paragraphs 1 to 3 and 5 are not required if there is only one director because there will not be a meeting.



