

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

Minutes of a meeting of the b <Company Name>> Limited (the
“Company”) held at <<Location>> >>.

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

1. CHAIRMAN

It was resolved that <<Name>> chairman of the Company and
<<Name>> took the chair of the m

2. NOTICE AND QUORUM

The chairman reported that suffic g had been duly given and that a
quorum was present. The chairma ng was open.

3. DECLARATIONS OF INTERES

Each director present at the mee ry direct or indirect interest in the
proposed arrangements that were meeting which they were required
to disclose by section 177 of th 6 and the Company’s articles of
association.

4. DOCUMENTS PRODUCED TO

The following documents were pro

- a) Draft notice of a general m owing resolution(s):

[THAT the Company shall a half of << Director's Name >>, a
Director of the Company in re etails >>, such Guarantee to be on
the terms set out in the mem en made available to members in
accordance with section 197 of 06.]

[THAT the Company shall provide << Name >> to be on the terms set out in the Memorandum setting out the proposed transaction and the Draft Loan Agreement to be entered into between the Company and << Director's Name >>.

b) Memorandum setting out proposed transaction.

c) Draft Loan Agreement to be entered into between the Company and << Director's Name >>.

5. RESOLUTIONS

After consideration of the matters referred to in the Notice of Meeting, the Board of Directors of the Company WAS RESOLVED to instruct the Chairman to convene a general meeting on short notice for the purpose of passing an ordinary resolution in the form of the proposed resolution(s) and approved;

6. ADJOURNMENT

(a) The meeting was adjourned to a later date to be held and the ordinary resolution(s) passed.

(b) The meeting was reconvened and the ordinary resolution(s) had been passed.

7. CLOSE

There was no further business and the meeting was closed.

.....

Chairman

me >>, a loan in the amount of << Amount >> which has been made available to the Company in accordance with the Companies Act 2006.]

transaction.

Company and << Director's Name >>.

(1) of the Companies Act 2006, IT WAS RESOLVED that << Name >> [OR <<Name>>] OR <<Name>> to convene a general meeting on short notice for the purpose of passing the ordinary resolution(s) and, if thought fit, passing the ordinary resolution(s) of identification initialled by the Chairman.

meeting of the company could be held and the ordinary resolution(s) passed.

Chairman reported that the ordinary resolution(s) had been passed.

Chairman declared that the meeting was closed.