# <<C (Company nur

TED tration No. >>)

[Minutes of a meeting of the board Company Name >>Limited (Comp

PRESENT:	1
	4
	[
	I
[IN ATTENDANCE:]	
[APOLOGIES FOR ABSENCE RECEIVED FROM:]	

POSITION

Director

[Director]

[Director][Secretary]

ions of thesole director] of <<

>> on << Date >> at << Time >>.

## [1. CHAIRMAN]

[It was resolved that << Name >> Name >> took the chair of the mee

## [2. NOTICE AND QUORUM]

The chairman reported that suffic quorum was present. The chairma

## [3. DECLARATIONS OF INTERES

[Each director present at the meet have any] direct or indirect interes at the meeting which they were re-2006 and the Company's articles of

## 4. BUSINESS [OF THE MEETING

The [chairman]OR[sole director] nor pursuant to an employees' shar Companies Act 2006, provided the ordinaryresolution or there is an at 2006.

rman of the Company and <<

had been duly given and that a

y]OR[confirmed that they did not ments that were to be considered tion 177 of the Companies Act

# ECTOR]

f own shares for the purposes of pursuant to section 690 of the urchase is approved by n 693A of the Companies Act

any only has one director because

<sup>&</sup>lt;sup>1</sup>Paragraphs 1 to 3 and paragraph 9 a there will not be a meeting.



It was further noted that, pursuant of own shares ispermitted to be m by a SolvencyStatement in accord approved by special resolution.

#### 5. DOCUMENTS PRODUCED TO

The following documents were pro

- (a) Draft contractbetween of respect of the sale to a ordinary shares of << n sum of £<< amount >>
- (b) [Draft [written]ordinaryr ([Written]Ordinary Res

"That the Company Companies Act 200 off-market purchase to purchase in the f purpose of identificaname of Vendor(s) Company of << nur the capital of the Cohereby approved ar authorised to enter obligations of the C

(c) Draft [written] special resol([Written]Special Resol

"That, on the basis consideration for the terms of a proposed initialled by the sign EITHER [has been authorised by a result Companies Act 200 716 of the Companies

#### 6. RESOLUTIONS

After consideration of the matters WAS RESOLVED:

- (a) to approve the docu
- (b) to recommend the property employees' share someount and at the property the meeting;

S

npanies Act 2006, such purchase ed that such payment is supported the Companies Act 2006 and

## E SOLE DIRECTOR]

<< name of Vendor(s) >> in ompany of << number >> the capital of the Company for the

s of the Company

sed pursuant to section 690 of the ticles of Association to make an ordance with a proposed contract initialled by the signatories for the n (1) the Company and (2) << to and the purchase by the of << nominal value >> each in << amount >>, which contract is or the time being is hereby If of the Company and to fulfil all

of the Company

nt annexed hereto, the any's shares (pursuant to the the form annexed hereto and f identification (which contract resolution above] OR [is madeunder section 693A of the norised in accordance with section a payment out of capital."

(1) of the Companies Act 2006, IT

graph 5 above.

e purposes of or pursuant to an urchase out of capital in the contract to Purchase produced to

- that the Directors w (c) Company and, havi more than 3 months prepare and sign th Companies Act 200 which the Special R Written Special Res Company];
- (d) to instruct the [the ( general meeting by is made available for which the [Ordinary Resolution is 1 to be Solvency Statemen Written Ordinary R member of the Con the Contract to Pure considering and, if produced and for th approved.2

#### 7. ADJOURNMENT

- (a) [The meeting was]OR[ meeting of the compan Resolutionpassed]OR[ Resolution could be ser
- (b) The meeting was reco noted after the events i Resolution and Special [Written Ordinary Reso The Contract to Purcha and the Vendor(s) (as

#### 8. FILING AND OTHER REQUIRE

The [chairman]OR[sole director] in

- (a) arrange for the [Written 15 days together with the statement by the direct Act 2006;
- (b) complete and submit a Customs Stamp Office
- (c) once HMRC has issued together with Form SH

<sup>2</sup> Omit the references to the Ordinary

b the affairs and prospects of the ts of the Company that were not issible capital payment and quired under section 720A of the 15 days before the meeting at lOR on the date when the ery eligible member of the

< Name >>to EITHER[convene a copy of the Contract to Purchase 5 days before the meeting at Resolutionare] [Special the Contract to Purchase and the he meeting itself]OR[circulate the becial Resolutionto every eligible auditors together with a copy of Statement] for the purpose of solution[s] in the form then also n initialled by the chairman and

hed so that **EITHER[**a general Ordinary Resolution and Special solution and] Written Special er of the Company and passed].

an reported **ORI** The sole director hat **EITHER**[the [Ordinary ssed in general meeting]OR[the al Resolutionhad been passed]. ehalf of the Company by a director Purchase).

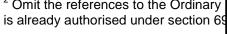
Secretary]OR<< Name >> to:

filed at Companies House within statement of capital and a ection 720B(5) of the Companies

rm SH03 to HM Revenue & stamp duty:

hent of stamp duty, send this letter within 28 days of the purchase of

tion 7) if the purchase of own shares



own shares;

- (d) arrange for a copy of th at the Company's regis own shares;
- (e) complete and file Form House within 28 days of

[9. CLOSE

There was no further business and closed.]

[Chairman]OR[Director]

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o be kept available for inspection from the date of the purchase of

ation of Shares) at Companies ares.

declared that the meeting was