# <<C(

ITED tration No.>>)

[Minutes of a meeting of the k <<Company Name>>Limited (Con

lesolutions of thesole director]of n>> on <<Date>>at<<Time>>.

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

POSITION
Director
[Director]
[Director][secretary]

# [1. CHAIR]

[It was resolved that <<Name>>w took the chair of the meeting.]

# [2. NOTICE AND QUORUM]

[The chair reported that sufficien quorum was present. The chairded

## [3. DECLARATIONS OF INTERES

[Eachdirector present at the meet have any] direct or indirect interes at the meeting which they were r 2006 and the Company's articles of

#### 4. RESIGNATION AND APPOINT

There was produced to the meetin from the office of secretaryof the C

It was noted that whilst the Compa best interests of the Company to o

<sup>1</sup>Paragraphs 1 to 3 and 6 are not requ be a meeting. of the Company and <<Name>>

had been duly given and that a as open.]

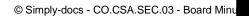
ry]OR[confirmed that they did not ements that were to be considered ection 177 of the Companies Act

of outgoing secretary>> resigning

e a company secretary, it isin the ny secretary. As there are no

s one director because there will not

f Secretary.



specific legal requirements as to the Company's articles of association determine.

It was noted that << Name of incoract as the new secretary, is consider

IT WAS RESOLVED that << Name secretaryof the Company with imm

In accordance with the terms of the ("SBEE"), the Company will confirm act as the secretary of the Companies on form [AP03][AP04]

## 5. FILING

The [chair] OR[sole director] instru

- (a) file Form TM02 at Com of << Name of outgoing</li>
- (b) file Form [AP03][AP04] in respect of << Name
- (c) make all necessary cor required by the SBEE;
- (d) record the resignation a and
- (e) [make all necessary ad relevant mandates as r

#### [6. CLOSE

There was no further business and

[Chair]OR[Director]

Chair

<sup>2</sup>Form AP03 should be used for an inc secretary.

<sup>3</sup>Form AP03 should be used for an ind secretary.

secretary [nor anything in the atter is for the directors to

g indicated [his/her] willingness to or the position.

> be appointed as the new

rise and Employment Act 2015 ing secretary>> has consented to appointment with the Registrar of

etary]OR[<<Name>>] to:

lays of the resignation in respect

ithin 14 days of this board meeting

ts on behalf of the Company as

ompany's register of secretaries;

y's bank mandates and any other

ared that the meeting was closed.

AP04 should be used for a corporate

AP04 should be used for a corporate

f Secretary.



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