

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

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

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

[1. CHAIRMAN

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

[2. NOTICE AND QUORUM

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

[3. DIRECTOR[S] [AND COMPAN

- a) <<Name>> [and <<Name>>
director[s] of the Company
 - b) [<<Name>>, indicated [his
signing Form IN01.]
 - c) [<<Name>> [and <<Name>>
additional director[s] of the
 - d) In accordance with the ter
2015 (“SBEE”), the Com
<<Name>>] [has/have] co
Company will confirm s
Companies.
 - e) [In accordance with the ter
2015 (“SBEE”), the Compa
new Secretary of the Com
required with the Registrar
 - f) [There was produced to
Secretary of the Compan
accepted with immediate
the Company in his place]
- /their] willingness to act as [a]
as Secretary of the Company by
s/her/their] willingness to act as
s, Enterprise and Employment Act
<<Name>> [and <<Name>> and
rector[s] of the Company and the
required with the Registrar of
s, Enterprise and Employment Act
me>> has consented to act as the
will confirm such appointment as
en resignation of <<Name>> as
OLVED that such resignation be
>> be appointed as Secretary of
e appointed by the Company].]

- g) [There was produced to the meeting a written resolution of resignation[s] of <<Name>> [and <<Name>>] as Director[s] of the Company and IT WAS RESOLVED that such resignation[s] be accepted.]

[4. DECLARATIONS OF INTEREST]

Each director present at the meeting [declared that they did not have any] direct or indirect interest in any business transactions 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 such interests.]

5. DOCUMENTS PRODUCED TO THE MEETING

The following documents were produced to the meeting:

- The Certificate of Incorporation of the Company dated << date >>
- Print of the Memorandum of Association of the Company as adopted when the Company was incorporated
- [Draft new Articles of Association]
- Draft Form AD01
- Draft Form AA01
- Draft [written resolution[s]] of the meeting containing the following resolutions:

Special Resolution[s]

- That the Name of the Company be changed from "The <<Name>> Limited" to "<< New name of company >> Limited".
- That the articles of association of the Company be amended by adopting the [draft new] articles of association for the existing articles of association of the Company.
- That the directors of the Company be authorised to allot equity securities in the Company (as defined in section 561 of the Companies Act 2006) as if section 561 of the Companies Act 2006 did not apply.]
- That paragraph << >> of the Company's memorandum of association be deleted.]
- That paragraph << >> of the Company's memorandum of association be deleted.]

6. RESOLUTIONS

¹ Paragraphs 1 to 4 and 12 are not required to be included in the minutes because there will not be a meeting.

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A

- M

P

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E

OR

[9. TRANSFER[S] OF SHARE[S]

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Transferor

<< >>

No of Shares

<< >>

It was resolved that such Transferor and that [a] share certificate[s] be the common seal of the Company the company secretary]].

the statutory books of the Company each] [the] Transferee [by affixing by two directors [, or a director and

[10. ISSUE OF SHARES

There was produced to the Meeting share e.g. Ordinary >> Shares in t

for the issue at par of << type of

Applicant

<< >>

It was reported that cheques in p WAS RESOLVED that such applic register of members; that such applications; and that share certifi the common seal of the Company the company secretary]].

on monies had been received. IT the applicants be registered in the issued in accordance with such ame of the applicants [by affixing y two directors [, or a director and

11. FILING

The chairman instructed [the Co Companies House within the pres

<Name>> to file the following at

- a) All necessary confirmations the SBEE;
- b) Copy of the Special Resolu
- c) [Copy of the new Articles of Company;]
- d) Form AD01 (Change of Re
- e) Form AA01 (Change of Ac
- f) [Form SH01 (Return of Allo

alf of the Company as required by

company, signed by a Director of the

);

[12. CLOSE

There was no further business a closed.]

an declared that the meeting was

.....
Chairman