<<C (Company nu

Minutes of a meeting of the b "Company") held at <<Location>>

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

# [1. CHAIRMAN

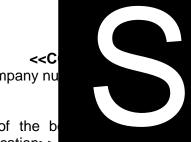
It was resolved that <<Name>> <<Name>> took the chair of the m

# [2. NOTICE AND QUORUM

The chairman reported that suffic quorum was present. The chairma

## [3. DIRECTOR[S] [AND COMPAN

- a) <<Name>> [and <<Name director[s] of the Company
- b) [<<Name>>, indicated [his signing Form IN01.]
- c) [<<Name>> [and <<Nam additional director[s] of the
- d) In accordance with the teri 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 Compar accepted with immediate the Company in his place]



TED tration No.>>)

Company Name>> Limited (the

POSITION
Director
[Director]
[Director] [Secretary]

chairman of the Company and

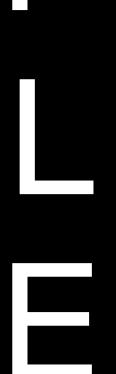
g had been duly given and that a ng was open.

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

n resignation of <<Name>> as LVED that such resignation be >> be appointed as Secretary of e appointed by the Company].]

1



g) [There was produced to t <<Name>>] as Director[s resignation[s] be accepted

resignation[s] of <<Name>> [and IT WAS RESOLVED that such of the Meeting.]

## [4. DECLARATIONS OF INTERE

Each director present at the meeti have any] direct or indirect interes at the meeting which they were r 2006 and the Company's articles of

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

## 5. DOCUMENTS PRODUCED TO

The following documents were pro

- a) The Certificate of Incorpora
- b) Print of the Memorandum was incorporated
- c) [Draft new Articles of Asso
- d) Draft Form AD01
- e) Draft Form AA01
- f) Draft [written resolution[s] resolutions]:

Special Resolution[s]

- That the Name of the Limited.
- [2. That the articles of articles of association of the C
- [3. That the directors of the Company (as of section 561 of the Company)
- [4. That paragraph << Company's memora
- [5. That paragraph << Company's memora</p>

ed << date >>

tion adopted when the Company

meeting containing the following

to "<< New name of company >>

any be amended by adopting the ution for the existing articles of

orised to allot equity securities in f the Companies Act 2006) as if not apply.]

horised Share Capital >> of the deleted.]

ects of the Company >> of the deleted.

#### 6. RESOLUTIONS

2



<sup>&</sup>lt;sup>1</sup> Paragraphs 1 to 4 and 12 are not received because there will not be a meeting.

nas one director who is not resigning

After consideration of the matters WAS RESOLVED:

- a) that the registered office o register of members and directors service contracts
- b) that the accounting referen
- c) [that << name of auditors</li>
  Company] OR [that auditors
  reasonably believe that auditors
- d) [that, pursuant to Section paid shares of the Compar
- e) to instruct the [the Comresolutions to the eligible [convene a general meetithought fit, passing the sport identification initialled by

#### 7. ADJOURNMENT

- (a) The meeting was adjourned written resolutions to meeting of the compan
- (b) [The meeting was red resolution[s] had been

## 8. SUBSCRIBER SHARE[S]

[It was resolved that the name[s] having paid up in full the subscrip of members as the holders of the payment of £<< amount >> in cash

#### OR

There was produced to the Meet [an] [<< number >>] Ordinary S <<Name of Transferor(s)>> to <<I having received payment in full, s the Company and that [a] shall Transferee [by affixing the company directors [, or a director and the company and the company are directors [, or a director and the company are directors [].

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

There was produced to the Meetin amount >> [each] in the capital of

(1) of the Companies Act 2006, IT

ed at << address >> and that the copies, or memoranda, of the

be << date >> in each year.

be appointed the auditors of the don the ground that the directors to be required.]

es Act 2006, the issued and fully shing numbers.]

!<Name>> to [send the special pany as written resolutions] OR ne purpose of considering and, if form therein and for the purpose ved;

cial resolutions could be sent as of the Company] **OR** [a general special resolution[s] passed.

irman reported] that the special itions] **OR** [in general meeting].

the Memorandum of Association, ereof, be entered into the register d respectively subscribed and the of each share.]

subscriber share[s] consisting of the capital of the Company from . IT WAS RESOLVED that, upon gistered in the statutory books of ed in the name of [each] [the] ny] OR [by being signed by two

] of [an] Ordinary Share[s] of £<<

# **Transferor**

<< >>

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

#### [10. ISSUE OF SHARES

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

## **Applicant**

<< >>

It was reported that cheques in power was RESOLVED that such applications; that such applications; and that share certificate common seal of the Company the company secretary.]

#### 11. FILING

- 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

#### [12. CLOSE

There was no further business a closed. ]

Chairman

No of Shares

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

for the issue at par of << type of

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

<Name>> to file the following at

alf of the Company as required by

npany, signed by a Director of the

an declared that the meeting was

© Simply-docs - CO.AA.01 - Board Minutes - F

4