

[Minutes of a meeting of the board of directors of the Company, pursuant to the resolutions of the sole director] of <<Company Name>> Limited (the "Company") held at <<Location>> on <<Date>> at <<Time>>.

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

[1. CHAIRMAN

It was resolved that <<Name>> be the chairman of the Company and <<Name>> took the chair of the meeting.

[2. NOTICE AND QUORUM

The chairman reported that sufficient notice had been duly given and that a quorum was present. The chairman then declared the meeting was open.]

3. RESIGNATION AND APPOINTMENT OF AUDITORS

There was produced to the meeting a notice of resignation of the auditors to the Company, resigning as auditors of the Company with immediate effect. It was noted that this notice contained a statement of the auditors that they were resigning in accordance with section 19 of the Companies Act 2006 [describing the circumstances connected with the resignation] OR [to the effect that there were no circumstances connected with the resignation in which the auditors considered it appropriate to bring to the notice of the Company].

4. RESOLUTIONS

IT WAS RESOLVED AS FOLLOWS:

1. that the resignation of <<Name of resigning auditors>> be and is hereby accepted with immediate effect;
2. [that the statement of <<Name of resigning auditors>> be sent to those persons entitled to receive copies of the statement] OR [that the company would apply to the court and notify the court of the application] [that <<Name of new auditors>> of the application]
3. [that <<Name of new auditors>> be and they are hereby appointed as auditors to the Company with immediate effect]

[5. FILING

The [chairman] **OR** [sole director]
a copy of the notice received from
within fourteen days and make all
the business of the Meeting.]

y Secretary] **OR** <<Name>> to file
auditors>> at Companies House
s statutory books necessitated by

[6. CLOSE

There was no further business a
closed.]

an declared that the meeting was

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[Chairman] **OR** [Sole Director]

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