



The following document was produced

A draft [written resolution OR resolution]:

### Ordinary Resolution

For the purposes of section 636 of the Companies Act 2006, << number >> << name of shares before re-designation >> S << number >> each in the capital of the Company following re-designation >> << name of shares before re-designation >> Shares of << nominal amount following re-designation >>

### 6. ORDINARY RESOLUTION

It was resolved to instruct the [the chairman] OR [sole director] to [send the ordinary resolution to the eligible members of the company by written resolution] OR [convene a general meeting on short notice for the purpose of passing the relevant resolution] in the form of the attached resolution and approved.

### 7. ADJOURNMENT

The meeting was adjourned so that the resolution to the eligible members of the company could be held] and the relevant resolution was passed.

The meeting was reconvened when the resolution had been passed [as a written resolution OR at a general meeting of the company].

### 8. FILING

The [chairman] OR [sole director] to file Form SH08 (Notice of name or other particulars of shares) at Companies House within one month.

### 9. REGISTER OF MEMBERS

The chairman OR [sole director] to update the register of members to reflect the new share certificates and cancel old share certificates necessary to reflect the new share re-designation.

### [10. CLOSE

There was no further business and the meeting was closed. ]

.....  
[Chairman] OR [Sole Director]

<sup>2</sup> If the re-designation requires an alteration to the company's articles of association, please see [Board Minutes](#)

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meeting containing the following

6, << number >> << name of shares before re-designation >> S << number >> each in the capital of the Company following re-designation >> << name of shares before re-designation >> Shares of << nominal amount following re-designation >>

R <<Name>> to [send the ordinary resolution to the eligible members of the company by written resolution] OR [convene a general meeting on short notice for the purpose of passing the relevant resolution] in the form of the attached resolution and approved.

tion could be sent as a written resolution to the eligible members of the company could be held] and the relevant resolution was passed.

d that the ordinary resolution had been passed [as a written resolution OR at a general meeting of the company].

Secretary] OR <<Name>> to file Form SH08 (Notice of name or other particulars of shares) at Companies House within one month.

pany Secretary] OR <<Name>> to update the register of members to reflect the new share certificates and cancel old share certificates necessary to reflect the new share re-designation.

an declared that the meeting was closed. ]

ociation, please see [Board Minutes](#)