<<**C** (Company nu **TED** tration No.>>)

[Minutes of a meeting of the boat <<Company Name>> Limited (t <<Time>>>.

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

# POSITION Director [Director] [Director] [Secretary]

# [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. DECLARATIONS OF INTERE

Each director present at the meeting have any] direct or indirect interest at the meeting which they were recommon and the Company's articles of the

# 4. RE-CLASSIFICATION OF SHA

For the purposes of section 636 of shares before re-classification >> classification>> each in the capital number following re-classification> of << nominal amount following re-

### 5. DOCUMENT PRODUCED TO 1

chairman of the Company and

esolutions of the sole director] of

<<Location>> on <<Date>> at

g had been duly given and that a ing was open.]

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

5, << number >> << name of ount of share before re-are hereby re-classified as << owner.

has one director because there will

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<sup>&</sup>lt;sup>1</sup> Paragraphs 1 to 3 and 10 are not recond to be a meeting.

The following document was produ

A draft [written resolution OR resolution]:

# **Ordinary Resolution**

For the purposes of section 636 of shares before re-designation >> S >> each in the capital of the Comp following re-designation >> << nar nominal amount following re-designation re-desi

## 6. ORDINARY RESOLUTION

It was resolved to instruct the [the resolution to the eligible members general meeting on short notice for relevant resolution] in the form the chairman and approved.

### 7. ADJOURNMENT

The meeting was adjourned so resolution to the eligible members could be held] and the relevant res

The meeting was reconvened wh been passed [as a written resolution

# 8. FILING

The [chairman] **OR** [sole director] Form SH08 (Notice of name or oth within one month.

# 9. REGISTER OF MEMBERS

The chairman **OR** [sole director] t update the register of members to share certificates and cancel old s designation.

# [10. CLOSE

There was no further business at closed. I

[Chairman] OR [Sole Director]

neeting containing the following

6, << number >> << name of unt of share before re-designation e-designated as << number designation >> Shares of <<

R <<Name>> to [send the ordinary written resolution] OR [convene a ring and, if thought fit, passing the se of identification initialled by the

ution could be sent as a written general meeting of the company

d that the ordinary resolution had gl.

Secretary] **OR** <<Name>> to file f shares) at Companies House

pany Secretary] OR <<Name>> to ation of the shares and issue new ssary to reflect the new share re-

an declared that the meeting was

ciation, please see Board Minutes

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<sup>&</sup>lt;sup>2</sup> If the re-designation requires an alte Re-classification of shares and variati