

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

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

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

[1. CHAIRMAN

It was resolved that <<Name>> be appointed 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 confirmed that the meeting was open.]

[3. DECLARATIONS OF INTERESTS

[Each director present at the meeting declared that they did not have any] direct or indirect interests in any of the matters to be considered 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 that were to be considered at the meeting under section 177 of the Companies Act 2006 and the Company's articles of association.]

4. PROPOSED DIVIDEND

It was noted that the Company will pay a [final] dividend of [<<£ amount>>] per ordinary share in respect of the [year ended <<Date>>] to those shareholders registered on the Company's register of members as at the close of business on [<<Date of payment>>] at a total cost of [<<£ amount>>].

¹ Paragraphs 1 to 3 and 7 are not required to be included in the minutes if there is only one director because there will not be a meeting.

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It was noted that the Company's a
declare and pay [interim/final] div
under the Companies Act 2006, a
out of profits available for the purp

owed the directors' to recommend,
The directors were reminded that
itted to make a distribution except

The directors further noted that
distribution at [<<Relevant Balance

nts showed profits available for
amount>>].

5. RESOLUTIONS

The Directors' RESOLVED,

after having carefully considered a
would not affect the Company's a
forthwith a dividend of [<<£ amou
end date>>] to those shareholder
close of business on [<<Date of pa

that the payment of any dividend
ble debts as they fall due, to pay
e in respect of [<<Company's year
pany's register of members at the

6. ADMINISTRATION

The Company Secretary [<<or Na
payment of the dividend, including

take all necessary steps to ensure
ucher.

[7. CLOSE

There was no further business a
closed.]

an declared that the meeting was

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

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