

**<<COMPANY NAME>> LIMITED**  
(Company number <<Number>> (Incorporated in <<Country>>))  
(Registration No.>>)

[Minutes of a meeting of the board of directors / 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>> <<Name>> 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 INTEREST

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.

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

There was produced to the Meeting a document in the form of [1] [each] in the capital of the Company consisting of [s] of [an] Ordinary Share[s] of £

**Transferor**  
<< >>

**No of Shares**  
<< >>

<sup>1</sup> Paragraphs 1 to 3 and 5 are not required if the Company has one director because there will not be a meeting.

IT WAS RESOLVED that (subject and such Transferee[s] be registered and such Transferee[s] be registered in the share certificate[s] be issued in the name of the Transferee [by affixing the common seal of the Company] OR [by being signed by the secretary]] OR [by being signed by the secretary to the signature].

[5. CLOSE

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

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

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bed) such Transfer[s] be approved by the directors of the Company and that [a] Transferee [by affixing the common seal of the Company] OR [by being signed by the secretary], or a director and the company secretary in the presence of a witness who attests to the signature].

an declared that the meeting was closed. ]