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Minutes of a meeting of the board of directors of <<Company Name>> Limited (Company)
held at <<Location>> on <<Date>>

PRESENT:		POSITION
		Director
		[Director]
		[Director] [Secretary]
[IN ATTENDANCE:]		
[APOLOGIES FOR ABSENCE RECEIVED FROM:]		

1. CHAIRMAN

It was resolved that <<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 declared the meeting was open.

3. DECLARATIONS OF INTEREST

Each director present at the meeting declared that they [did not] OR [confirmed that they did not
have any] direct or indirect interests in any matters that were 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. RESIGNATION OF DIRECTOR

There was produced to the meeting a written resignation of outgoing Director >> resigning
from the office of Director of the Company. It was RESOLVED that the same be accepted
forthwith.

5. FILING

The chairman instructed [the Company Secretary] <<Name>>] to file Form TM02 at

Companies House within 15 days of the resignation of the outgoing Director>>.

[6. CLOSE

There was no further business to be dealt with at the meeting and the Chairman declared that the meeting was closed.]

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Chairman

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