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

Minutes of a meeting of the boar held at <<Location>> on <<Date>:

PRESENT:	1
	<
	[
	[
[IN ATTENDANCE:]	
[APOLOGIES FOR ABSENCE RECEIVED FROM:]	

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 INTERES

<<Name of Director>> made the for [EITHER [a member] AND/OR [an officer] AND/OR [an employee] AND/OR [a partner] AND/OR [<< Specify other relation

with [<< Name of Company >> Lin AND/OR [the firm of << Name of F

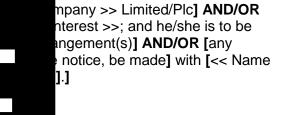
the nature and extent of his/her int [<< Name of Firm >>] is << Descrived regarded as interested in [the exist transaction or arrangement which of Company >> Limited/Plc] AND/

chairman of the Company and

pany Name>> Limited (Company)

g had been duly given and that aing was open.

ation to his/her interest as



[OR

he/she is connected with << Nam Name of Person >> is << Describ regarded as interested in [the transaction or arrangement which of Person >>.]

4. BUSINESS OF THE MEETING

The [chairman] noted that the bu meeting in relation to director's de

5. RESOLUTIONS

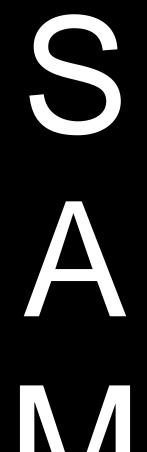
After consideration of the matters WAS RESOLVED:

<< Describe resolutions made>>

6. CLOSE

There was no further business a closed.

Chairman



ure of his/her connection with << g. spouse >>; and he/she is to be r arrangement(s)] AND/OR [any e notice, be made] with << Name

was << Describe business of the

(1) of the Companies Act 2006, IT

an declared that the meeting was

