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tration No.>>)

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

<<Name of Director>> made the following declaration to his/her interest as

[EITHER
[a member] AND/OR [an officer]
AND/OR [an employee]
AND/OR [a partner]
AND/OR [<< Specify other relation

with [<< Name of Company >> Limited/Plc]
AND/OR [the firm of << Name of Firm >>]

the nature and extent of his/her interest in the Company >> Limited/Plc] **AND/OR**
[<< Name of Firm >>] is << Description of interest >>; and he/she is to be
regarded as interested in [the existing transaction or arrangement(s)] **AND/OR** [any
transaction or arrangement which may be made] with [<< Name of Company >> Limited/Plc] **AND/OR** [the firm of << Name of Firm >>].]

[OR

he/she is connected with << Name of Person >> is << Describe transaction or arrangement which of Person >>.]

ture 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

4. BUSINESS OF THE MEETING

The [chairman] noted that the business meeting in relation to director's declaration

was << Describe business of the

5. RESOLUTIONS

After consideration of the matters discussed, **IT WAS RESOLVED:**
<< Describe resolutions made>>

(1) of the Companies Act 2006, IT

6. CLOSE

There was no further business and the meeting was closed.

an declared that the meeting was

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Chairman

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