

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

Minutes of a meeting of the
“Company”) held at <<Location>

<<Company Name>> Limited (the
e>>).

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

1. CHAIRMAN

It was resolved that <<Name>> as chairman of the Company and
<<Name>> took the chair of the

2. NOTICE AND QUORUM

The chairman reported that suff
quorum was present. The chairm
ing had been duly given and that a
eting was open.

3. DECLARATIONS OF IN

Each director present at the me
have any] direct or indirect inter
at the meeting which they were
2006 and the Company’s articles
ery] OR [confirmed that they did not
gements that were to be considered
section 177 of the Companies Act

4. BUSINESS OF THE ME

The chairman reported that the
was to consider and approve:

- (i) the circulation of written
obtain shareholder appro
- members of the Company in order to
proposed allotment of new shares in

¹ This resolution can be passed as either a v
private companies it is more usual to pass th
olders in a general meeting. For small
emplate refers to a written resolution.

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6. RESOLUTIONS

- IT WAS RESOLVED AS FOLLO

- The meeting was then adjourned so that solutions could be circulated to the members of the Company.

The meeting then reconvened with [REDACTED] reported that the written resolutions had been unanimously passed and [REDACTED]

- © Simply-Docs – CO.ITA.03 – Board Minute [REDACTED] Shares Approval by Written Resolution.

- appearing against the name of the applicant at par [at a premium of £ []]
- IV. share certificates are prepared and issued accordingly; and
- V. the register of members is updated [and all other books and registers are updated accordingly²].

8. FILING

The [chairman] instructed [the Company Secretary] to:

- (i) file Form SH01 (Return of Allotment) with Companies House within one month and make all entries in the Company's register of members necessitated by the business of the Meeting;
- (ii) file a print of the ordinary resolution [or special resolution as described above] with Companies House;
- (iii) [file the relevant persons' details in the Company's register of directors triggered by allotment>>]³.

9. CLOSE

There was no further business to be transacted and the meeting was closed.

.....
Chairman

² This may include the Company's PSC register.

³ Only relevant if the allotment of shares will result in a person having a holding of 25%+ or if the allotment causes a change of control of the shares requiring registration. See the Companies Act 2006, s.853.

and are allotted to that applicant at par [at a premium of £ []]

as fully [partly] paid;

issued accordingly; and

[and all other books and registers are updated accordingly²].

<<Name>> to:

Companies House within one month and make all entries in the Company's register of members necessitated by the business of the Meeting;

and special resolution as described above with Companies House;

(SC) form(s) with Companies House triggered by allotment>>]³.

Chairman declared that the meeting was closed.

² This may include the Company's PSC register, e.g if a new shareholder is added to the register, causing a change to who owns and controls the shares requiring registration. See the Companies Act 2006, s.853.