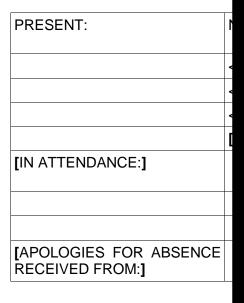
<<**C** (Company nu

**TED** tration No.>>)

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

pany Name>> Limited (Company)



POSITION
Director
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

Each director present at the meeting have any] direct or indirect interest at the meeting which they were recommon and the Company's articles of the

# 4. PURPOSE OF THE MEETING

The chairman reported that the p board (the Committee) to which t decisions for the purposes of <<in

### 5. APPOINTMENT OF COMMITT

The chairman noted that << insert

chairman of the Company and

g had been duly given and that aing was open.

y] OR [confirmed that they did not ements that were to be considered ection 177 of the Companies Act

as to appoint a committee of the elegate certain of its powers and

in the model articles >> of the

Company's articles of association committee. It was noted that the C member>>, <<insert name of mem Members).

[The chairman then reported that1:

- the Committee must act in for regulating the conduct of
- the authority of the Comm being <<insert relevant det</li>

### 6. RESOLUTION

### IT WAS THEREFORE RESOLVED

The Committee be formed and the to fulfil the purpose for which the and to do all such acts and things its purpose [until such date as its a

### 7. CLOSE

There was no further business a closed.

.....

Chairman

n C en

the board's decisions to a
to up of <<insert name of
the of member>> (the Committee)

t terms of reference>> established lirectors; and

ce the purpose of the Committee

ers be appointed to the Committee rmed as set out in these minutes ters necessary or desirable to fulfil

an declared that the meeting was

ce and/or a long stop date, these should

<sup>&</sup>lt;sup>1</sup> If it is proposed that the Committee will be stated here.