

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

Minutes of a meeting of the b <<Company Name>> Limited (the
“Company”) held at <<Location>> >>.

PRESENT		POSITION
	<<	Director
	[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 m

2. NOTICE AND QUORUM

The chairman reported that suffici g had been duly given and that a
quorum was present. The chairma ng was open.

3. DECLARATIONS OF INTERES

Each director present at the meeti y] OR [confirmed that they did not
have any] direct or indirect interes ements that were to be considered
at the meeting which they were r ection 177 of the Companies Act
2006 and the Company’s articles d

4. PURPOSE OF THE MEETING

The Company, along with << Inse >>, << Insert name of shareholder
>> and << Insert name of shareh is also a director in the Company,
are proposing to enter into an inve << Insert name of investor >> (the
“Investor”) whereby the Investor vount of money in the Company in
return for shares (the “Share Inv The Share Investment Agreement
contains the terms upon which t made and terms of significance
include:

<< Insert brief details of the princip Investment Agreement >>

5. SHARE INVESTMENT AGREEMENT

The Share Investment Agreement

6. RESOLUTION

After consideration of the matters
WAS RESOLVED that the said S
a Deed by the Company [by affixing
by two directors [, or a director and

7. CLOSE

There was no further business a
closed.

.....
Chairman

THE MEETING

eting.

(1) of the Companies Act 2006, IT
ent be approved and executed as
the Company] **OR** [by being signed
.

an declared that the meeting was