

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

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

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

## 1. CHAIRMAN

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

## 2. NOTICE AND QUORUM

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

## 3. DECLARATIONS OF INTERES

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

## 4. PURPOSE OF THE MEETING

The Company, along with << I  
shareholder >>, both of whom are  
a shares for services investment  
Insert name of investor >> (the “In  
lder >> and << Insert name of  
company, are proposing to enter into  
Investment Agreement”) with <<

The Investor has reasonable skill,  
services, e.g. IT services >> (the “  
from a relationship with the Invest  
the Company will in return issu  
accordance with the Share Investr  
nce in << Insert nature of relevant  
any considers that it would benefit  
the Investor providing the Services,  
the Company to the Investor in

The Share Investment Agreement made and terms of significance including

on which the investment is to be

<< Insert brief details of the principal

vestment Agreement >>

## 5. SHARE INVESTMENT AGREEMENT

## THE MEETING

The Share Investment Agreement

eting.

## 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

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

## 7. CLOSE

There was no further business and  
closed.

an declared that the meeting was

.....  
Chairman