

(LLP registration No.>>)

Minutes of a meeting of the [Members] of <<LLP Name>> (the “LLP”) held at <<Location>> on <<Date>>

PRESENT:		POSITION
		Member/Designated Member
		[Member/Designated Member]
		[Member/Designated Member]
		[Member/Designated Member]
[IN ATTENDANCE:]		
[APOLOGIES FOR ABSENCE RECEIVED FROM:]		

1. [CHAIRMAN]

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

2. [NOTICE AND QUORUM]

The chairman reported that notice of the meeting had been duly given in accordance with the LLP Partnership agreement dated <<Insert Date>> (“LLP Agreement”) that the meeting was open.

3. BUSINESS OF THE MEETING

The chairman reported that the meeting was to consider the following matters [and, if thought fit <<Insert Relevant Details>>] (the “Business of the Meeting”).

4. DECLARATIONS OF INTEREST

Each [Member/Designated Member] attending the meeting declared their respective interests [in accordance with <<Relevant Clause>> of the LLP Agreement].

Agreement] in the Proposed Transaction.
5. **[DOCUMENTS PRODUCED]**

The following documents were produced and presented at the meeting:

<<List Documents>> ("the Documents")

The documents were considered by the Members/Designated Members] and particular attention was drawn to the [Points of Note>>].

6. **RESOLUTIONS**

After consideration of the [Proposed Transaction] [and the Documents], IT WAS RESOLVED:

- that the terms of the [Proposed Transaction] and each Document] is approved;
- [each Document shall be signed by the Member/Designated Member] executed in order to give effect to it; and
- that any [two]² [Members/Designated Members] [is/are] hereby authorised to sign the Documents in connection with the Proposed Transaction, and to the Proposed Transaction.]

7. **CLOSE**

There was no further business to be dealt with at the meeting. The Chairman declared that the meeting was closed.

.....
Chairman

¹ Insert relevant clause of the LLP Agreement. state that the members of a LLP must account for their share of the LLP's business or property.

² If the Proposed Transaction requires execution of the Documents, the required members will be required for execution