

<<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] [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 suffic g had been duly given and that a
quorum was present. The chairma ng was open.

3. DECLARATIONS OF INTEREST

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 o

4. BUSINESS OF THE MEETING

The chairman noted that the comp

- (a) had received a [re eting and a] special notice of a
proposed ordinary ssert Date>>, in order to remove
<<Name of Director ed>> as Director of the company
[and a further ordin <<Name of Director Proposed to
be Removed>> with posed to be Appointed>>]; and

- (b) had, in light of this
Time>> on <<Insert
above were passed

eting which was held at <<Insert
ordinary resolution[s] referred to
on a poll vote].

5. RESOLUTIONS

After consideration of the matters
WAS RESOLVED THAT:

(1) of the Companies Act 2006, IT

- (a) <<Name of Director
effect from <<Insert

ed from the office of director with
g>> [; and

- (b) <<Name of Director
effect from <<Insert
of the Small Business
confirms that <<Na
director of the Com
required with the Re

nted to the office of director with
g>>. In accordance with the terms
ployment Act 2015, the Company
ed>> has consented to act as a
will confirm such appointment as

6. FILING

The chairman instructed [the Com

Name>>] to:

- (a) update the Compan
(b) file Form TM01 at C
respect of <<Name
(c) file Form AP01 at C
respect of <<Name

14 days of the general meeting in
; and

14 days of the general meeting in
.

7. CLOSE

There was no further business a
closed.

an declared that the meeting was

.....
[Chairman] OR [Director]