

<<C...>> TED  
(Company nu... ration 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 INTE**

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. BUSINESS OF THE MEET**

- a) The chairman noted... meeting was to change the name  
of the Company.
- b) The Company pro... convening a general meeting to  
consider and if thou... resolution] OR [approving a written

resolution to be sent to the shareholders].<sup>1</sup>

## 5. DOCUMENTS PRODUCED

There was produced to the meeting the following document(s):

EITHER<sup>2</sup>

- a notice convening a general meeting of the Company to be held at <<Location>> on <<Date>> at <<Time>> to consider the resolution to change the name of the Company; and
- a special resolution of the Company to change the name of the Company to <<Insert New Company Name>> Limited.

OR

- a form of written resolution of the Company to change the name of the Company to <<Insert New Company Name>> Limited.

## 6. RESOLUTION TO CHANGE NAME

The directors, having carefully considered the proposed change, resolved pursuant to section 172 of the Companies Act 2006, resolved:

EITHER

- to convene a general meeting of the Company at <<Location>> on <<Date>> at <<Time>> to consider the resolution to change the name of the Company to <<Insert New Company Name>> Limited;
- to instruct <<Company Secretary Name>> to send the relevant notice of general meeting, together with the relevant documents, to those entitled to receive it. [and consent to short notice] to

OR

- to approve the form of written resolution to be sent to every eligible member of the Company and the Company Secretary to sign the resolution.

## 7. ADJOURNMENT

- a) The meeting was adjourned to <<Date>> at <<Time>> for a general meeting of the company to be held at <<Location>>. [and consent to short notice] OR [and consent to short notice] to be sent to the eligible members of the Company].

<sup>1</sup> There may also be a procedure set out in the articles of association of the Company that may be followed. Section 79 of the Companies Act 2006, provides for a company to amend its articles of association.

<sup>2</sup> Depending on whether the resolution will be passed by written resolution, the irrelevant procedure should be omitted.

- b) The meeting was resolution had been duly passed.

Chairman reported that the [special meeting] OR [written resolution had

**8. FILING AND FURTHER ST**

Following the passing of the res Company Name>>, the chairman to:

company's name to <<Insert New Secretary or Name of Individual>>

- a) make all necessary Company;
- b) file with Companies Companies House f
- c) pay the required Co
- d) take all additional change, including:
  - changes to the Company's offi
  - changes to the d website;
  - any notification iers as are required; and
  - [others].

in the books and registers of the  
e [special/written] resolution and  
red in connection with the name  
of the new Company name at the  
d website;  
iers as are required; and

**9. CLOSE**

There was no further business a closed.

an declared that the meeting was

.....  
Chairman

<sup>3</sup> Form NM01 assumes the resolution is unconc of conditionality should be discussed with Com

been drafted on this assumption. Any element

S  
A  
M  
P  
L  
E