

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

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

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
ing was open.

3. DECLARATIONS OF INTEREST

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

4. BUSINESS OF THE MEETING

- The chairman noted
of the Company. meeting was to change the name
- The Company reso
Article << >> of
procedure>>.

5. CHANGE OF NAME

The directors, having carefully considered the proposal, resolved pursuant to section 172 of the Companies Act 2006, resolved that the Company to <<Insert New Company Name>> Limited in accordance with the provisions set out under Article << >> of the Company's articles of association.

6. FILING AND FURTHER STEPS

Following completion of the process, the Company's articles of association to change the Company's name to <<Insert New Company Name>>, the chairman instructed <<Company Secretary or Name of Director>> to:

- a) make all necessary filings in the books and registers of the Company;
- b) file Companies House documents at Companies House;
- c) pay the required Companies House fees;
- d) take all additional steps required in connection with the name change, including:
 - changes to the Company's name at the Companies House;
 - changes to the Company's website;
 - any notifications to suppliers as are required; and
 - [others].

7. CLOSE

There was no further business and the meeting was declared that the meeting was closed.

.....
Chairman