

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

Minutes of a general meeting of the <<Company Name>> Limited (the
"Company") held at <<Location>> <>>.

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

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The Chairman declared the meeting open.

The Chairman noted that the business to remove <<Name of Auditor proposed to be removed>> further ordinary resolution to reappoint <<Name of Auditor proposed to be reappointed>> resolution[s].

[It was noted that representations made to remove him/her from office had been made to the members had been given a copy of the minutes of the meeting.]

[The members not having been notified of the proposed ordinary resolution to remove him/her from office removed >> in advance of the meeting such representations were read out.]

Ordinary Resolution[s]

1. THAT <<insert name of auditor to be removed>> with [immediate effect OR until the end of the next period of office] term of office has not yet expired.
2. [THAT <<insert name of auditor to be reappointed>> office with [immediate] effect for appointing auditors under the Companies Act 2006, at a remuneration to be determined by the members.]

[It was] OR [They were] proposed and carried by the hands [unanimously agreed by the members (or their duly appointed representatives)] that the ordinary resolution[s] should be passed.

to consider an ordinary resolution to remove <<Name of Auditor proposed to be removed>> as auditor of the company [and a further ordinary resolution to reappoint <<Name of Auditor proposed to be reappointed>> with thought fit, to pass such ordinary resolution[s].

and ordinary resolution to remove <<Name of Auditor proposed to be removed >> [and the members to be removed] at his/her request].

representations in relation to the proposed ordinary resolution to remove << Name of Auditor to be removed >> required that

in office as auditor of the Company [and a further ordinary resolution to reappoint <<Name of Auditor proposed to be reappointed>>], notwithstanding that their term of office has not yet expired.

as auditor of the Company to hold office with [immediate] effect for appointing auditors under the Companies Act 2006, at a remuneration to be determined by the members.]

and by <<Name>> and on a show of hands [unanimously agreed by the members (or their duly appointed representatives)] that the ordinary resolution[s] should be passed, voted at the meeting]

There was no further business and
closed at <<Time>>.

declared that the meeting was

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