Minutes of a meeting of the partr <<Location>> on <<Date>> at <<

PRESENT:	
[IN ATTENDANCE:]	
[APOLOGIES FOR ABSENCE	

RECEIVED FROM:]

#### 1. [CHAIRMAN

It was resolved that <<Na <<Name>> took the chair of

### 2. [NOTICE AND QUORUM

The chairman reported tha accordance with the part Agreement") and that a que was open.]

#### 3. BUSINESS OF THE MEET

The chairman reported tha matters [and, if thought fit <<Insert Relevant Details>

### 4. DECLARATIONS OF INTE

Each partner present a accordance with clause << the Proposal.

<sup>1</sup> Our long form partnership agreement (CO.CD them. These are the matters that should be incl adjustments to the template.

ame>> (the "Partnership") held at

POSITION
Partner
Partner
[Partner]
[Partner]

#### as chairman of the meeting and

meeting had been duly given in d <<Insert Date>> ("Partnership hairman declared that the meeting

eting was to consider the following s and various matters relating to]

d their respective interests [in of the Partnership Agreement] in

equiring the partnership as a whole to agree to we been included as per customer

# 5. [DOCUMENTS PRODUCE

The following documents w

<<List Documents>> ("the

The documents were cons Relevant Points of Note>>.

# 6. **RESOLUTIONS**

After consideration of the P

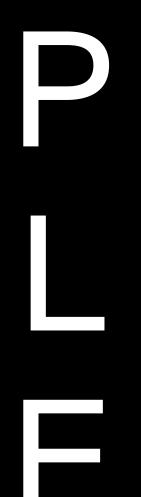
- that the terms of the
- [each Document sh it; and
- that each and any agree any such am to give effect to th delivered as deeds partners).]

## 7. CLOSE

There was no further busir was closed.

Chairman





ting:

d attention was drawn to <<Insert

ents], IT WAS RESOLVED:

cument] is approved;

executed in order to give effect to

orised to sign the Documents and or variations as required in order hose documents that need to be ed and delivered by each of the

airman declared that the meeting