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(Company nu  
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tration No.>>)

[Minutes of a meeting of the b  
<<Company Name>>Limited  
<<Date>>at<<Time>>. resolutions of thesole director]of  
held at <<Location>> on

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 INTERES

[Eachdirector present at the meet ry]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 MEETING

It was noted that the coronaviru c has [continued to have] [had]a  
serious impact on the Company's r noted that the Government has  
introduced an extension to the Co Scheme from 1 November 2020 to  
30 April 2021 (the Scheme). In or ntial impact on the business of the

<sup>1</sup>Paragraphs 1 to 3 and 7 are not requ s one director because there will not  
be a meeting.

Company, the Company is intending to continue to operate during the extended period of the Scheme in accordance with the Scheme.

[including] directors during the extended period of the Scheme.

5. DOCUMENTS [PRODUCED TO THE DIRECTOR]

[CONSIDERED BY THE SOLE DIRECTOR]

The following documents were [produced to the Director]:

[considered]:

<< Name(s) of directors to be furloughed >>

<< Name(s) >>

<< Draft form of furlough letter to be sent to >>

<< Director(s) >>

6. RESOLUTIONS

After consideration of the matters set out above, the Board of Directors of the Company WAS RESOLVED THAT:

(1) of the Companies Act 2006, IT IS RESOLVED THAT:

The Company considers that it is in the best interests of the Company to take advantage of the extension to the Scheme and furloughed workers.

the Company to take advantage of the extension to the Scheme and furloughed workers.

It was considered that << Name(s) of directors to be furloughed >> meet the requirements of the Companies Act 2006 but will be paid [their monthly salary] during the furlough extension period.

<< Name(s) of directors to be furloughed >> [is/are] able to continue to perform their duties without the need for the Company to review the position during the furlough extension period.

The furlough period will last a minimum of [ ] months but no later than the date of the Scheme is further extended by the Government. The Company will allow furloughed workers to work part-time during the furlough extension period.

will end on such date as determined by the Company. The date of the Scheme is further extended by the Government. The Company will allow furloughed workers to work part-time during the furlough extension period.

<< Name(s) of directors to be furloughed >> will be required to work until further notice, but will be paid [their monthly salary] during the furlough extension period.

<< Name(s) of directors to be furloughed >> will be required to work until further notice, but will be paid [their monthly salary] during the furlough extension period.

The Company further directed that the relevant director(s) and request that the relevant director(s) [continue to] being furloughed.

A furlough letter be issued immediately to the relevant director(s) confirm their agreement to the terms of the furlough extension period.

[7. CLOSE

There was no further business to discuss and the meeting was closed.]

It was declared that the meeting was closed.]

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