<<C (Company nu

TED tration No.>>)

[Minutes of a meeting of the boat <<Company Name>> Limited (t <<Time>>>.

	-
PRESENT:	1
	<
	[
	[
[IN ATTENDANCE:]	
[APOLOGIES FOR ABSENCE RECEIVED FROM:]	

POSITION

Director

[Director]

[Director] [Secretary]

esolutions of the sole director] of

<<Location>> on <<Date>> at

## [1. CHAIRMAN

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

## [2. NOTICE AND QUORUM

The chairman reported that suffic quorum was present. The chairma

## [3. DECLARATIONS OF INTERES

[Each director present at the meet have any] direct or indirect interes at the meeting which they were r 2006 and the Company's articles of

# 4. BUSINESS OF THE MEETING

It was noted that the UK Government Insolvency and Governance Act 2 companies as a result of the CC

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chairman of the Company and

g had been duly given and that aing was open.]

y] OR [confirmed that they did not ements that were to be considered ection 177 of the Companies Act

lation in the form of the Corporate ss certain difficulties faced by UK h included amongst other things,

as one director because there will not

general meetings and company filings under

Paragraphs 1 to 3 and 6 are not required to a meeting.

changes to the holding of general extension for the filing of certain d

In relation to each of these matters

### a) General Meetings [and Anr

Provisions under the Act meetings and] shareholder the Company would pass in respect of any matter re an annual general meetind to general meetings [inc participation in and timing timing of, the sending of meeting, even if these cor Company's articles of asso

The directors noted how participate fully in meeting: between members. The di available to ensure that the engagement possible in the

#### b) Company Filings

Provisions under The Modifications) Regulations to the deadline for certain the filing of confirmation sta as changes in directors or the Company would take Regulations.

It was further noted that these mea

## 5. RESOLUTIONS

After consideration of the matters WAS RESOLVED THAT:

The Company considers that it is the Act and Regulations to add pandemic.

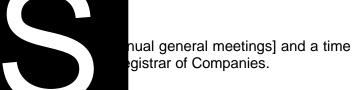
The Company further directed tha in relation to these decisions so general meetings and changes to

## [6. CLOSE

There was no further business a

<sup>2</sup> Annual general meeting provisions will applicable to some if there is a specific re

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gistrar of Companies.

following relevant points:

mpanies to hold [annual general noted that to the extent possible, s by way of written resolution, but general meeting [or the holding of hake use of the provisions relating meetings] in the Act, including the form of and the means and cuments relating to the relevant current constitution including the

of shareholders' legal rights to gation of the board to act fairly as commitment to explore all options with the best level and quality of

Requirements) (Temporary allow for the temporary extension use filing requirements, including unts, and event-driven filings such control. The directors noted that ng changes as set out in the

n effect and time limited.

(1) of the Companies Act 2006, IT

he Company to take advantage of es arising out of the COVID-19

Company secretary/administrator nd [the annual general meeting,] nanaged accordingly.

in declared that the meeting was

t SME private companies but may be ssociation to hold an AGM.

general meetings and company filings under





closed.]

[Chairman] OR [Sole Director]

