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[Minutes of a meeting of the board of directors and resolutions of the sole director] of
<<Company Name>> Limited (the "Company") held at <<Location>> on <<Date>> at
<<Time>>.

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 meeting.

[2. NOTICE AND QUORUM

The chairman reported that sufficient notice had been duly given and that a
quorum was present. The chairman stated that the meeting was open.]

[3. DECLARATIONS OF INTEREST

[Each director present at the meeting declared that they did not have any] direct or indirect interest in any business transactions or arrangements that were to be considered at the meeting which they were required to declare under section 177 of the Companies Act 2006 and the Company's articles of association.] **OR** [confirmed that they did not have any such interest.]

4. DOCUMENTS [PRODUCED TO THE BOARD] [CONSIDERED BY THE SOLE DIRECTOR]

The following documents were [presented to the Board] **OR** [considered]:

- a) Draft notice of a general meeting of the Company for the following resolution(s) (such notice

¹ Paragraphs 1 to 3 and 8 are not required if the Company has one director who is not resigning because there will not be a meeting.

convening the meeting drawn up in accordance with the provisions of the Corporate Insolvency and Governance Act 2020

provisions of the Corporate

<< Insert wording of Ordinary Resolution >>

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5. RESOLUTIONS

After consideration of the matters referred to in the notice of the meeting, **WAS RESOLVED** to instruct the directors to convene a general meeting in accordance with the Corporate Insolvency and Governance Act 2020 on short notice for the purpose of passing the [ordinary] and/or [special] resolution(s) identified by the chairman/sole director.

(1) of the Companies Act 2006, IT was resolved that the [Name] **OR** <<Name>> to convene a general meeting in accordance with the Corporate Insolvency and Governance Act 2020 for the purpose of considering and, if thought fit, acting on the [ordinary] and/or [special] resolution(s) identified by the chairman/sole director and for the purpose of

6. ADJOURNMENT

(a) [The meeting was] **OR** [The meeting was adjourned so that a general meeting of the company could be convened and/or [special] resolution(s) could be passed.]

turned so that a general meeting of the company could be convened and/or [special] resolution(s) could be passed.]

(b) [The meeting was reconvened on the [Date] at [Time] by the [Name] director noted after the meeting and/or [special] resolution(s) have been passed.]

an reported] **OR** [The sole director noted after the meeting above] that the [ordinary] and/or [special] resolution(s) have been passed.]

7. FILING

The [chairman] **OR** [sole director] has declared that the meeting was validly convened and that the following at Companies House:

[Secretary] **OR** <<Name>> to file the following at Companies House within the limits:

a) Copy of the [ordinary] and/or [special] resolution(s) passed at the meeting.

[8. CLOSE

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

an declared that the meeting was closed.]

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