

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

Minutes of a meeting of the b
“Company”) held at <<Location>>
>>.

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

1. CHAIRMAN

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

2. NOTICE AND QUORUM

The chairman reported that suffic
quorum was present. The chairma
g had been duly given and that a
ng was open.

3. DECLARATIONS OF INTEREST

Each director present at the meeti
have any] direct or indirect interes
at the meeting which they were r
2006 and the Company’s articles o
y] OR [confirmed that they did not
ements that were to be considered
ection 177 of the Companies Act

4. BUSINESS OF THE MEETING

- a) The chairman noted
2006, the business
articles of associati
[it] [them] with [a] r
substitution for, and
section 21 of the Companies Act
THER [to amend the Company’s
article[s] [number •] [and replacing
opt new articles of association in
ne Company’s existing articles of

9. CLOSE

There was no further business and the Chairman declared that the meeting was closed.

.....
Chairman

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