<< Na

Minutes of the Annual (held both at << Location >> ar accordance with the provisi articles of associa

- THE Company secretary e Corporate Insolvency and of due to the COVID-19 pand constitution, had expired or the meeting that considering Company had decided to h
- A hybrid meeting is a meet electronically, providing shaperson or virtually. For a hy participate on an equal bas meeting is generally consid Companies Act 2006, whic explained that there is som an electronic or virtual platf Companies Act 2006.
- The Company secretary fu Company's articles of asso shareholders to be physica amended its articles of ass meetings].
- THE Company secretary of sent to every member, the receive a copy thereof resp the Company.
- The Company secretary further meeting, all shareholders (ability to participate in the roted that in accordance we [other than << insert relevation had given the chairperson.
- EITHER [MINUTES of the and it was RESOLVED tha amendment.] OR [THERE meeting.]
- 7. **EITHER** [IT was noted that The chairperson proposed was seconded by << Name **OR** [IT was noted that the

nited

nber >>

above-named Company c means (a hybrid meeting) in Act 2006 and the Company's << Time >> am/pm

ns introduced under the allow for purely virtual meetings provisions of a company's company secretary further briefed continued social distancing, the

physical location and
n to attend the meeting either in
all shareholders must be able to
ary stated that holding a hybrid
quirements of section 311 of the
of a meeting must be given. It was
whether a meeting held purely on
ents of section 311 of the

HER there was nothing in the attendance or requiring tending OR the Company had mit it to hold virtual or hybrid

convening the meeting had been d any other person entitled to ith the articles of association of

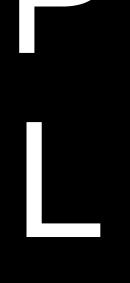
cordance with holding a hybrid ally or by virtual means) had the is. The Company secretary also imendation, all shareholders iding the meeting virtually and

eeting of the Company were read sign the same without utes from any preceding general

was required to retire by rotation.

>> be re-elected, the re-election ector >> was duly re-elected.]

the Company did not require any



director to retire by rotation the officers, and the persor

- 8. [THE Company secretary d memorandum thereof requ the members without chard the registered office of the the Company's registered confirmed that arrangemen members electronically.]]
- 9. [THE Company secretary d remained open to inspection AGM during business hour light of the COVID-19 pand closed. The Company secr place for these to be made
- 10. [THE accounts of the Com preceding this meeting, pre consideration, and the Aud [not] to pay a dividend [of recommendation to do so.]

11. [Other]

Chair

¹ The requirements of a company's AGM will vary a companies.

s in the registrable particulars of ented to the act as chairperson.]]¹

ight of the COVID-19 pandemic, d. The Company secretary further for these to be made available to

r of directors' interests had ut charge since the last preceding of the Company. [However, in istered office was currently at arrangements had been put in ectronically.]]

on the account reference date last hies Act 2006, were LAID for READ, and it was RESOLVED the directors [not] having made a

r's contract of service or remained open to inspection by g AGM during business hours at

7-11 may not be required for many SME private