

<< Name of the Company >> Limited
Company Number >>

Minutes of the Annual General Meeting of the above-named Company held both at << Location >> and << Time >> am/pm in accordance with the provisions of the Companies Act 2006 and the Company's articles of association. This meeting is a hybrid meeting (a hybrid meeting) in accordance with the provisions of section 311 of the Companies Act 2006 and the Company's articles of association.

1. THE Company secretary explained that the provisions of the Companies Act 2006 relating to the holding of a meeting at a physical location and the requirement for a quorum, which had expired due to the COVID-19 pandemic, had expired on << Date >>. The chairperson explained that considering the current circumstances and the fact that the Company had decided to hold a meeting in accordance with the provisions of section 311 of the Companies Act 2006, the Company secretary further briefed the members on the provisions of a company's articles of association which allow for purely virtual meetings and the provisions of a company's articles of association which allow for hybrid meetings. The chairperson explained that the Company secretary further briefed the members on the provisions of a company's articles of association which allow for hybrid meetings. The chairperson explained that the Company secretary further briefed the members on the provisions of a company's articles of association which allow for hybrid meetings.
2. A hybrid meeting is a meeting which is held at a physical location and also allows for members to attend the meeting either in person or virtually. For a hybrid meeting to be held, all shareholders must be able to participate on an equal basis. The chairperson explained that holding a hybrid meeting is generally considered to be in accordance with the requirements of section 311 of the Companies Act 2006, which requires that all shareholders must be given the opportunity of a meeting must be given. It was explained that there is some uncertainty as to whether a meeting held purely on an electronic or virtual platform is in accordance with the provisions of section 311 of the Companies Act 2006.
3. The Company secretary further explained that the Company's articles of association require that all shareholders to be physically present at a meeting. The chairperson explained that the Company had amended its articles of association to allow for hybrid meetings.
4. THE Company secretary confirmed that a copy of the minutes of the meeting had been sent to every member, the minutes of the meeting had been received by every member and a copy thereof received by every member of the Company.
5. The Company secretary further explained that in accordance with holding a hybrid meeting, all shareholders (including those who are unable to attend in person) had the ability to participate in the meeting. The chairperson noted that in accordance with the provisions of section 311 of the Companies Act 2006, all shareholders had the opportunity of attending the meeting virtually and in person.
6. **EITHER** [MINUTES of the meeting of the Company were read and it was RESOLVED that the minutes be signed and amended.] **OR** [THERE were no minutes from any preceding general meeting.]
7. **EITHER** [IT was noted that the chairperson proposed that << Name of Director >> be re-elected, the re-election was seconded by << Name of Director >> and the Company did not require any other resolutions to be passed.] **OR** [IT was noted that the chairperson proposed that << Name of Director >> be re-elected, the re-election was seconded by << Name of Director >> and the Company did not require any other resolutions to be passed.]

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director to retire by rotation
the officers, and the person

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

- 8. [THE Company secretary of
memorandum thereof requ
the members without charg
the registered office of the
the Company's registered o
confirmed that arrangemen
members electronically.]]

or's contract of service or
remained open to inspection by
g AGM during business hours at
light of the COVID-19 pandemic,
d. The Company secretary further
for these to be made available to

- 9. [THE Company secretary of
remained open to inspectio
AGM during business hours
light of the COVID-19 pand
closed. The Company secr
place for these to be made

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

- 10. [THE accounts of the Com
preceding this meeting, pre
consideration, and the Aud
[not] to pay a dividend [of
recommendation to do so.]

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

- 11. [Other]

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M

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Chair

P

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

7-11 may not be required for many SME private