

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

[Minutes of a meeting of the bo
<<Company Name>>Limited (th
<<Time>>.
resolutions of thesole director] of
<<Location>> on <<Date>> at

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

[1. CHAIR]

[It was resolved that <<Name>> v
took the chair of the meeting.] r of the Company and <<Name>>

[2. NOTICE AND QUORUM]

[The chair reported that sufficient
quorum was present. The chair de had been duly given and that a
was open.]

[3. DECLARATIONS OF INTERES

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

4. BUSINESS [OF THE MEETING

The [chair]OR[sole director]noted
premiumaccount is permissible pu
should be carried out in the same
Companies Act 2006.This must be
ECTOR]
llation of the share
of the Companies Act 2006 and
duction pursuant to 641 of the
olution and supported by a

¹Paragraphs 1 to 3 and paragraph 9 a
there will not be a meeting. any only has one director because

solvency statement. The [chair]OR was to propose to the shareholder Company be EITHER[reduced by amount by which the share premium to <<name(s) of shareholders>>]C account so cancelled be [credited

at the business of the meeting e share premium account of the amount>> to £<<amount>> and the be [credited to a reserve] [repaid amount of the share premium <<name(s) of shareholders>>].

5. DOCUMENTS PRODUCED TO

The following documents were produced

- (a) Draft Solvency Statement
- (b) Draft [written]special Resolution” which states

of the Company (“[Written]

That the share premium £<<amount>> from £<< amount>> and the amount by which the share premium account <<name(s) of shareholders>> premium account so cancelled <<name(s) of shareholders>>].

ny be EITHER[reduced by nt>> and the amount by which the ted to a reserve] [repaid to d the amount of the share reserve] [repaid to <<name(s) of

6. RESOLUTIONS

After consideration of the matters WAS RESOLVED to prepare the Special Resolution and propose it to every meeting]OR[approve the draft Written member of the Company and the C

(1) of the Companies Act 2006, IT EITHER[approve the draft company in general the latter to every eligible ther with the Solvency Statement].

7. ADJOURNMENT

- (a) [The meeting was] OR meeting of the company Resolution could be set
- (b) [The meeting was reconvened] OR [The meeting was reconvened] after the events in question had been passed in general

med so that EITHER[a general Resolution passed]OR[the Written member of the Company and passed].

reported]OR[The sole director that EITHER[the Resolution had Resolution had been passed].

8. FILING

The [chair]OR[sole director]instructed the following to be filed at Companies

etary]OR<<Name>> to arrange for of the passing of the Resolution:

- (a) Solvency Statement;
- (b) Statement of Capital (Form 102)
- (c) Statement by Directors
- (d) Copy of the [Written]Resolution
- (e) Fee of [£10 for a standard

Companies Act 2006; same day service].

[9. CLOSE

There was no further business and [Name] declared that the meeting was closed.]

.....
[Chair]OR[Director]

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