

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

Minutes of a general meeting of the <<Company Name>> Limited (Company)  
held at <<Location>> on <<Date>>

PRESENT:	NAME	POSITION
	<<Name>>	Director
	[Director]	[Director]
	[Director]	[Director][Secretary]
IN ATTENDANCE:		
[APOLOGIES FOR ABSENCE RECEIVED FROM:]		

The Chair declared the meeting open.

The Chair explained that the reduction of the share premium account is permissible pursuant to section 611 of the Companies Act 2006 and should be carried out in the same way as a special dividend pursuant to 641 of the Companies Act 2006, provided that it is approved by a Solvency Statement.

There was produced to the meeting a Solvency Statement satisfying the requirements of section 643 of the Companies Act 2006. The Solvency Statement was made available to the shareholders when they voted.

**Special Resolution**

That the share premium account of <<Company Name>> be reduced by £<<amount>> from £<<amount>> to £<<amount>> and the amount of the share premium account be [credited to a reserve] [repaid to <<name(s) of shareholders>>].

It was proposed by <<Name>>, seconded by <<Name>> [unanimously agreed by those present (or their duly appointed proxies) who, in the opinion of the Chair, were entitled to vote] that the special resolution should be passed.

There was no further business and the meeting closed at <<Time>>.

The share premium account is maintained in accordance with the Companies Act 2006 and should be reduced pursuant to 641 of the Companies Act 2006 and is supported by a Solvency Statement.

A Solvency Statement satisfying the requirements of section 643 of the Companies Act 2006 was made available to the shareholders when they voted.

RESOLVED THAT the share premium account of <<Company Name>> be reduced by £<<amount>> from £<<amount>> to £<<amount>> and the amount of the share premium account is so reduced by [credited to a reserve] [repaid to <<name(s) of shareholders>>] OR [cancelled and the amount of the share premium account is so cancelled and the amount of the share premium account is so repaid to <<name(s) of shareholders>>].

Resolved on a show of hands that the special resolution should be passed by a majority of not less than 75% of the members (or proxies) entitled to vote and present at the meeting.

The Chair declared that the meeting was closed.

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