

<<C...>>  
(Company nu...>> TED  
(Company nu...>> tration 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 stated that it was considered in order to <<insert reason to appoint a new director>> in accordance with the Company's articles of association, its members having considered and approved the proposal.

requires [an] additional director[s] [in addition to the existing director[s]]. The Chair further stated that in accordance with the Company's articles of association, a new director may be appointed by ordinary resolution.

The following ordinary resolution was proposed:

meeting:

**Ordinary Resolution**

THAT, having given notice in writing to the Company of the appointment of director(s), << Name(s) of Director(s) >> the Company with [immediate effect] and [insert date] memorandum and articles of association.

his/her/their willingness to act as a director of the Company and to be appointed as [a] director(s) of the Company [effective from <<date>>] to hold office subject to the terms of the Company's articles of association for the time being.

It was proposed by <<Name>>, seconded by <<Name>>, [unanimously agreed by those present in person or by their duly appointed proxies] who, being duly qualified to vote, that the ordinary resolution should be passed.

and on a show of hands [or by ballot] that the ordinary resolution was carried by a majority of not less than 50% of the members (or their proxies) present at the meeting.

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

declared that the meeting was closed.

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