

<<C...>> **ATED**  
(Company nu... rtration No.>>)

[Minutes of a meeting of the board of directors / resolutions of the sole director] of <<Company Name>> Limited (the "Company") held at <<Location>> on <<Date>> at <<Time>>.

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

1. **[Chair**

It was resolved that <<Name>> acted as chair of the Company and <<Name>> took the chair of the meeting.

2. **[Notice And Quorum**

The chair reported that sufficient notice had been duly given and that a quorum was present. The meeting was open.<sup>1</sup>

3. **Declaration of Interests**

Each director present at the meeting [declared that they had no interest in] [or confirmed that they did not have any] direct or indirect interest in any proposed arrangements that were being considered at the meeting and were required to disclose by section 177 of the Companies Act 2006 / articles of association.

4. **Requirement to Supply Registered Office Address**

It was noted that under the Corporate Transparency Act 2023 (ECCTA), companies must provide an appropriate email address to which Companies House can send emails where this means an email address where emails sent to it can be expected to be received by a person acting on behalf of the Company.

It was confirmed that the company has complied with all relevant statutory requirements.

The company further considered the need for access to the email address and the security settings for the email address. The Company decided that <<insert details>><sup>2</sup>.

<sup>1</sup> Paragraphs 1, 2 and 7 are not required to be included in the minutes of a meeting.

<sup>2</sup> Companies should carefully consider the scope of access to the email address.

5. **Resolution**

IT WAS RESOLVED:

5.1 that the registered company [is/be changed to]<sup>3</sup> <<insert new registered email address>> confirmed that it is an appropriate email address as re

6. **Filing**

The [chair] OR [sole director] OR [Company Secretary] OR <<Name>> to<sup>4</sup>:

**EITHER**

[include this email address in the company's next confirmation statement.]

**OR**

[update the Company's registered office details using Companies House dedicated online service for updating details.]

7. **[Close**

There was no further business. The chair declared that the meeting was closed.]

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

generic company email address more suitable email address contain a distribution list so that Companies House? Should the email address be an individual's email address)? Whom within the company should be put in place for passwords etc, e.g. for Companies House? Should a third-party agent's email address be used instead?

<sup>3</sup> This board minute can be used to evidence a change of registered office email address.

<sup>4</sup> For companies providing a registered email address, this can only be done when filing the company's next confirmation statement on or after 5<sup>th</sup> March 2016 through Companies House dedicated online service which can be found [here](#).

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Should the contact details of the company's personnel may change? Should the contact details of the company's personnel will receive communications from Companies House? (it is not a requirement that it has to and can be updated through Companies House) Should the email address & what security settings be updated through Companies House? Should a third-party agent's email address be used instead?

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