

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

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

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

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1. **[Chair**

It was resolved that <<Name>> be appointed 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 duly convened and the meeting was open.¹

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 that they were not required to disclose by section 177 of the Companies Act 2006 or the articles of association.

4. **Change of Registered Office**

The Company wishes to change its registered office address from <<insert address>> to <<insert address>>.

It was noted that under the Corporate Transparency Act 2023 (ECCTA), companies must provide a registered office address is, at all times, an appropriate address. This document is delivered, it would be expected to come to the attention of the Company and, that the delivery is capable of being acknowledged by the Company in acknowledgement of delivery.

It was confirmed that the proposed registered office address complied with all relevant statutory requirements.

¹ Paragraphs 1, 2 and 8 are not required to be included in the minutes if there is only one director because there will not be a meeting.

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5. **Document [Produced to T...dered by The Sole Director]**

The following document was [inserted] OR [considered]:

- a) Draft Form AD01

6. **Resolution & Confirmation**

IT WAS RESOLVED:

- a) that the registered office address is changed to <<insert new registered office address>>, for as long as it is an appropriate address as required by the EC Regulations [Company of the]² Company's records be kept there.

It was confirmed that the Company's registered office address is in the same part of the UK that the Company is incorporated).

7. **Filing**

The [chair] OR [sole director] OR [Company Secretary] OR <<Name>> to file the following at Companies House as soon as practicable and within the prescribed time limits³:

- a) Form AD01 (Change of Registered Office)

It was noted that the registered office address has not yet been officially changed until Companies House has registered it.

8. **[Close Meeting]**

There was no further business to be dealt with. The chair declared that the meeting was closed.]

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

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² You must tell Companies House if company registered in a different part of the UK than the company's registered office, for example at a SAIL.

³ You must tell Companies House within 14 days of the change.