

Company Name <<COMPANY NAME>> NUMBER>>

Minutes of the Board of Directors
of the Company held at

<<COMPANY ADDRESS>>
<<COMPANY ADDRESS>>
<<COMPANY ADDRESS>>

on <<INSERT DATE>> at <<INSERT TIME>>

Present:

- (1) The Certificate of Incorporation of <<COMPANY NAME>> <<INSERT DATE OF INCORPORATION>> together with a print of the Memorandum and Articles of Association were produced to the meeting.
- (2) The following persons were deemed to be the first directors of the Company on its incorporation pursuant to Section 26 of the Companies Act 1985;

<<FULL NAME OF EACH DIRECTOR>>

- (3) It was agreed that Mr <<FULL NAME>> should take the chair of the meeting.
- (4) IT WAS RESOLVED that <<FULL NAME>> <<INSERT DATE>>, being the person deemed to be the first secretary of the Company pursuant to Section 10 of the Companies Act 1985, be confirmed in office as the secretary of the Company, or otherwise resolved.

- (5) IT WAS RESOLVED that the register of members of the Company be situated at:

<<COMPANY ADDRESS>>
<<COMPANY ADDRESS>>
<<COMPANY ADDRESS>>

and that the register of members and the register of directors' service contracts be kept thereat. Copies, or memoranda, of the directors' service contracts be kept thereat.

- (6) IT WAS RESOLVED that

- (i) the names of the subscribers to the Memorandum and Articles of Association, having paid up in full the subscription monies in respect of the shares for which they are liable, and the payment of £<<VALUE OF EACH SHARE>> in cash was recorded in the register of members as the holders of the shares.
- (ii) in the event that a Company should be formed subsequent to this Meeting the sealing of the Statutory Books of the Company.
- (iv) the statutory books of the Company be kept at the Registered Office of the Company accordingly.

- (7) Registered Office

It was reported that the first registered office of the Company as stated on Form 10 was at:

<<COMPANY ADDRESS>>
<<COMPANY ADDRESS>>
<<COMPANY ADDRESS>>

- (9) Auditors

IT WAS RESOLVED THAT <<INSERT NAME>>

of <<

<<

having indicated their willingness
such remuneration as may be agreed
which accounts of the Company are

by appointed Auditors of the Company, for
first General Meeting of the Company before

(10) Accounting Reference Date

IT WAS RESOLVED THAT the Company
DATE>> in each year and, accordingly
<<DATE OF END OF REFERENCE
Form 225 giving notice to the Registrar

ence Date be <<ACCOUNTING REFERENCE
st accounting reference period shall end
tary was instructed to file a duly completed
accounting reference date.

(11) Return of Allotment of Shares

IT WAS RESOLVED THAT the Secretary
Registrar of Companies providing

a duly completed Form G88(2) with the
shares.

(12) Appointment of Bank

IT WAS RESOLVED THAT <<NAME
Company and that an account be opened
that Resolutions in the form required
minutes and initialled by the Chairman

it is hereby appointed Banker of the
ne <<NAME OF BRANCH>> Branch, and
which are annexed to the original of these
ntification, be and they are hereby passed.

(13) Close of Meeting

There being no further business the
Dated this <<INSERT DATE>>

Signed

Chairman <<NAME OF