

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

1. CHAIRMAN

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

2. NOTICE AND QUORUM

The chairman reported that sufficient notice had been duly given and that a quorum was present. The chairman reported that the meeting was open.]

3. DECLARATIONS OF INTEREST

Each director present at the meeting [declared that they did not have any] OR [confirmed that they did not have any] direct or indirect interests in any of the matters to be considered at the meeting which they were required to declare under section 177 of the Companies Act 2006 and the Company's articles of association.

4. DOCUMENT [PRODUCED TO THE MEETING] [CONSIDERED BY THE SOLE DIRECTOR]

There was [produced to the meeting] a document requiring execution as a deed by the sole director] a << Name of <<Name>>

5. RESOLUTION

¹ Paragraphs 1 to 3 and 6 are not required if there is only one director because there will not be a meeting.

After consideration of the matters
WAS RESOLVED that the said <
approved and executed as a De
Company] **OR** [by being signed by
OR [by being signed by the sole
signature].

[6. CLOSE

There was no further business a
closed.]

.....
[Chairman] **OR** [Sole Director]

(1) of the Companies Act 2006, IT
quiring execution as a deed >> be
affixing the common seal of the
ector and the company secretary]]
e of a witness who attests to the

an declared that the meeting was