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

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

[1. CHAIRMAN

It was resolved that <<Name>> was appointed 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 declared 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 the Company or in any of the Company's
agreements that were 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

There was [produced to the meeting] a << Type of
Agreement >> agreement ("the Agreement") between the Company and the
<< Name of other party to Agreement >> (1) and the Company (2) relating to the
Acquiree Company >> Limited. The Agreement was on the following terms:

¹ Paragraphs 1 to 3 and 7 are not required to be included in the minutes as there will not
be a meeting.

<< Insert brief details of the principal business of the Acquiree Company >>

5. RESOLUTION

After consideration of the matters referred to in paragraph 4, the Board of Directors of the Company (1) of the Companies Act 2006, IT WAS RESOLVED that the purchase of the share capital of << Acquiree Company >> Limited would promote the success of the Company for the benefit of its members and << Name >> be and is hereby authorised to execute the Agreement on behalf of the Company together with any other documents required to give effect to the terms of the Agreement.

[6. ISSUE OF SHARES *

The Chairman noted that pursuant to the terms of the Agreement, £<< Amount >> of the consideration payable for the shares of the Acquiree Company >> was payable by the issue of << Number >> shares of the Company of << Type >> of shares in the Company and the Board RESOLVED that << Number >> shares be issued in accordance with the terms of the Agreement, and be registered in the register of members of the Company; and that share certificates in the Company be issued to the holders of the shares; and that the share certificates be signed by the Director and the company secretary]]

Company] OR [by being signed by the sole Director and the company secretary]]

OR [by being signed by the sole Director and the company secretary]]

a witness who attests to the

[7. CLOSE

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

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

* Paragraph 6 contains optional wording which may be deleted if the part or all of the consideration for the acquisition is comprised of cash or cash equivalents.