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

[Minutes of a meeting of the bo

| [williates of | a meeting | OI | uie | DO | • |
|----------------------|-----------|-----|-------|------|---|
| << Company | Name>> | Lir | nited | l (1 | t |
| < <time>>.</time> | | | | | |
| | | | | | |

| PRESENT: | 1 |
|--|---|
| | ٧ |
| | [|
| | [|
| [IN ATTENDANCE:] | |
| | |
| | |
| [APOLOGIES FOR ABSENCE RECEIVED FROM:] | |
| | |

POSITION Director [Director] [Director] [Secretary]

esolutions of the sole director] of <<Location>> on <<Date>> at

[1. CHAIRMAN

It was resolved that <<Name>> <<Name>> took the chair of the m

[2. NOTICE AND QUORUM

The chairman reported that suffic quorum was present. The chairma

[3. DECLARATIONS OF INTERES

Each director present at the meeti have any] direct or indirect interes at the meeting which they were r 2006 and the Company's articles

4. BONUS ISSUE

[The Chairman/It was] reported the proposed that the Company carry set out below.

chairman of the Company and

g had been duly given and that a ing was open.]

v] OR [confirmed that they did not ments that were to be considered ection 177 of the Companies Act

ons for bonus issue >>, it was terms of the proposed resolution

as one director because there will not

¹ Paragraphs 1 to 3 and 8 are not requ be a meeting.

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[The Chairman/It was] further repo cover a bonus issue of I<< £ amou multiplied by the nominal value of

5. RESOLUTION

After consideration of the matters WAS RESOLVED that the sum of credit of the << name of the reserv be distributed among the holders >> each in the Company included this resolution in the proportion in been distributed by way of dividen Ordinary Shares of << amount >> such members in the proportions a to give effect to this resolution and entitlements in such manner as the

6. FILING

The [Chairman] [sole director] inst Form SH01 (Return of Allotment o period for filing.

7. REGISTER OF MEMBERS

The [Chairman] OR [sole director] [<<NAME>>] to update the registe old share certificates as necessary

[8. CLOSE

There was no further business a closed.]

[Chairman] OR [Sole Director]

ad sufficient [profits] [reserves] to r of shares to be issued >>1

(1) of the Companies Act 2006, IT art of the amount standing to the the Company) be capitalised and ed Ordinary Shares of << amount ers at the time of the passing of een entitled to such sum had it ng up in full at par << number >> be allotted credited as fully paid to ectors be authorised and directed ares representing fractional

cretary] OR [<< NAME >>] to file House within the relevant time

hpany Secretary] OR new share certificates and cancel s issued under this resolution.

an declared that the meeting was

