

<<C
(Company nu
TED
tration 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:	NAME	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 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. BONUS ISSUE

[The Chairman/It was] reported that the Company had proposed that the Company carry out a bonus issue. [The Chairman/It was] reported that the Company had proposed that the Company carry out a bonus issue >>, it was proposed that the Company carry out a bonus issue in accordance with the terms of the proposed resolution set out below.

¹ Paragraphs 1 to 3 and 8 are not required to be included in the minutes if there is only one director because there will not be a meeting.

S

A

M

P

L

E

