<<C (Company nu

TED tration No.>>)

Livilnutes of a meeting	or the	DO
< <company name="">></company>	Limited	(t
< <time>>.</time>		

PRESENT	I
	I
	I
[IN ATTENDANCE:]	
[APOLOGIES FOR ABSENCE RECEIVED FROM:]	

POSITION Director [Director] [Director] [Secretary]

[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 INTERE

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. RE-CLASSIFICATION OF SHA

For the purposes of section 636 of shares before re-classification >> classification>> each in the capital number following re-classification> of << nominal amount following re-

5. DOCUMENT PRODUCED TO 1

chairman of the Company and

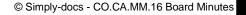
esolutions of the sole director] of <<Location>> on <<Date>> at

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

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

6, << number >> << name of ount of share before reare hereby re-classified as << owing re-classification>> Shares

has one director because there will



¹ Paragraphs 1 to 3 and 10 are not re not be a meeting.

The following document was produ

A draft [written resolution OR resolution]:

Ordinary Resolution

For the purposes of section 636 of shares before re-designation >> S >> each in the capital of the Comp following re-designation >> << nar nominal amount following re-designation re-desi

6. ORDINARY RESOLUTION

It was resolved to instruct the [the resolution to the eligible members general meeting on short notice for relevant resolution] in the form the chairman and approved.

7. ADJOURNMENT

The meeting was adjourned so resolution to the eligible members could be held] and the relevant res

The meeting was reconvened wh been passed [as a written resolution

8. FILING

The [chairman] **OR** [sole director] Form SH08 (Notice of name or oth within one month.

9. REGISTER OF MEMBERS

The chairman **OR** [sole director] t update the register of members to share certificates and cancel old s designation.

[10. CLOSE

There was no further business at closed. I

[Chairman] OR [Sole Director]

S

neeting containing the following

6, << number >> << name of ount of share before re-designation e-designated as << number of designation >> Shares of <<

R <<Name>> to [send the ordinary written resolution] OR [convene a ring and, if thought fit, passing the se of identification initialled by the

ution could be sent as a written general meeting of the company

d that the ordinary resolution had g].

Secretary] **OR** <<Name>> to file f shares) at Companies House

bany Secretary] OR <<Name>> to ation of the shares and issue new essary to reflect the new share re-

in declared that the meeting was

ciation, please see Board Minutes



² If the re-designation requires an alte Re-classification of shares and variati