

<< PLC

Company member >>

Minutes of the Annual General Meeting of the above-named Company

on << am/pm

1. THE company secretary confirmed that the notice of the meeting had been sent to every member, the company secretary had received any other person entitled to receive a copy thereof respectively with the articles of association of the company.
2. **EITHER** [MINUTES of the meeting of the Company were read and it was RESOLVED that the minutes of the meeting be approved in the same without amendment.] **OR** [THERE were no outstanding minutes from the preceding general meeting.]
3. **EITHER** [IT was noted that the chairman of the meeting was required to retire by rotation. The chairman proposed that he should retire and >> be re-elected, the re-election of >> as chairman was duly re-elected.] **OR** [IT was noted that the company did not require any director to retire by rotation and the Company did not require any of the officers, and the person named in the registrable particulars of the Company to be elected to the act as chairman.]
4. THE company secretary confirmed that the minutes of the meeting were contained in a memorandum thereof required to be kept open to inspection by the members without charge during business hours at the registered office of the Company.
5. THE company secretary confirmed that the minutes of the meeting of directors' interests in securities of the Company had remained open to inspection by the members without charge since the last preceding annual general meeting and during business hours at the registered office of the Company. A statement of directors' interests in securities was produced and remained open and accessible during the meeting.
6. THE accounts of the Company for the financial year ending on the account reference date last preceding this meeting, prepared in accordance with Part XV of the Companies Act 2006, were LAID for consideration and the directors' report thereon was READ, and the same were approved by any member, and it was RESOLVED [not] to pay a dividend of >> per share], the directors [not] having made a recommendation.

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