

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

[Minutes of a meeting of the board of directors / resolutions of the sole director] of
<<Company Name>> Limited (t... <<Location>> on <<Date>> at
<<Time>>.

PRESENT:	NAME	POSITION
	<<Name>>	Director
	[Director]	[Director]
	[Director]	[Director] [Secretary]
[IN ATTENDANCE:]		
[APOLOGIES FOR ABSENCE RECEIVED FROM:]		

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[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's declaration was open.]

[3. DECLARATIONS OF INTEREST

[Each director present at the meeting has declared that he/she/it has
have any] direct or indirect interests in any of the 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.] OR [confirmed that they did not
have any such interests.]

4. DOCUMENTS [PRODUCED TO THE MEETING] [CONSIDERED BY THE SOLE
DIRECTOR]

The following documents were [produced to the meeting] OR [considered]:

- a) Draft notice of a general meeting [to be held] OR [considered]:

¹ Paragraphs 1 to 3 and 8 are not required if there is only one director who is not resigning because there will not be a meeting.

