

<< Name >> LIMITED  
MINUTES of the Company  
on << Date >> at << Time >> am/pm

Present:

<< Name >>  
<< Name >>

In attendance:

<< Name >>  
<< Name >>

1. The Chairman announced that the General Meeting had been duly given notice and that the necessary notice had been received from all the members of the Company and vote at the Meeting].
2. The Chairman announced that the resolution was carried.
3. It was unanimously agreed that the Minutes of the Meeting should be taken as read.
4. The Chairman proposed that the resolution be taken as a[n] [ordinary] [special] resolution of the Company. The Chairman put the resolution to the vote and declared the resolution of the Company] OR [had the resolution been carried by a poll, a poll was held at which the resolution was [not] carried.
5. The Chairman proposed that the resolution be taken as a[n] [ordinary] [special] resolution of the Company. The Chairman put the resolution to the vote and declared the resolution of the Company] OR [had the resolution been carried by a poll, a poll was held at which the resolution was [not] carried.
6. There being no further business, the meeting was adjourned.

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Chairman