

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

Minutes of a meeting of the b <<Company Name>>Limited (the  
"Company") held at <<Location>> >.

PRESENT:

POSITION

Director

[Director]

[Director][Secretary]

[IN ATTENDANCE:]

[APOLOGIES FOR ABSENCE  
RECEIVED FROM:]

[1. CHAIR

It was resolved that <<Name>>w of the Company and <<Name>>  
took the chair of the meeting.]

[2. NOTICE AND QUORUM

The chair reported that sufficient had been duly given and that a  
quorum was present. The chairma ng was open.]

[3. DECLARATIONS OF INTERES

[Eachdirector present at the meet ry]OR[confirmed that they did not  
have any] direct or indirect interes ements that were to be considered  
at the meeting which they were r ection 177 of the Companies Act  
2006 and the Company's articles d

4. APPOINTMENT OF DIRECTOR

IT WAS RESOLVED that << Name had indicated [his/her]OR[their]  
willingness to act as [a] director[s]

In accordance with the terms of the rise and Employment Act 2015  
("SBEE"), the Company confirmed < Name >>] [has/have] consented  
to act as [a] director[s] of the Com will confirm such appointment[s]  
as required with the Registrar of C

[In accordance with the Company' it was further confirmed that the  
Company may appoint a new direc uch approval to take place in this

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board meeting<sup>1</sup>.]

IT WAS THEREFORE FURTHER  
[is/are] hereby appointed as[an]ad

ne >>[and << Name >>]be and  
e Company with immediate effect.

5. FILING

The [chair] OR[<<Name>>] instru  
AP01 in respect of [the]OR[each]  
confirmations and statements on b

etary]OR<<Name>> tofile form  
and make all necessary  
required by the SBEE.

[The Company Secretary]OR<<Na  
directors and the register of directo

cted to update the register of  
s.

[6. CLOSE

There was no further business and

ared that the meeting was closed.]

.....  
[Chair]OR[Director]

<sup>1</sup> The model articles allow appointment, a  
in board meeting. It will be necessary to c  
made.

approval. This can include by directors  
of association to see how appointment is

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