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Minutes of a meeting of the board of directors of <<Company Name>> Limited (Company)
held at <<Location>> on <<Date>>

PRESENT:		POSITION
		Director
		[Director]
		[Director] [Secretary]
[IN ATTENDANCE:]		
[APOLOGIES FOR ABSENCE RECEIVED FROM:]		

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 declared the meeting was open.

3A.
**Interest in proposed transaction of the Company (s.177 Companies
Act 2006)**

EITHER (1)

Each director present at the meeting declared the following nature and extent of their
interest (direct or indirect) in the proposed transaction with the Company to
be considered at the meeting in accordance with the provisions of section 177 of the
Companies Act 2006 [and the Companies (Director's Interest) Regulations 2006]:

Name of Director

Extent of Interest

OR
(2)

Each director present confirmed the transaction or arrangements to be disclosed pursuant to section 177 of the Companies Act 2006.

OR
(3)

There was produced to the meeting a declaration by <<Name>> dated <<Date>> sent to the other directors pursuant to section [184] [185] of the Companies Act 2006.

The [general] notice made the following declaration on the director's interest as an officer [and [a member] [an employee] of the Company and is to be regarded as a declaration of interest.

<< Describe nature and extent of interest >>

The declaration of interest was duly recorded in the minutes of the meeting.

It was noted that pursuant to article [] of the Company's articles of association, **EITHER** [a director may vote and form part of the quorum in any proposed transaction or arrangement in which they are interested] [a director may not vote or count in the quorum in any proposed transaction or arrangement in which they are interested] nevertheless, there would be a meeting].

3B.
Interest in existing transaction or arrangement (s.182 Companies Act 2006)

EITHER
(1)

The following director[s] declared their interest(s) in the proposed transaction or arrangement in accordance with the requirements of section 182 of the Companies Act 2006:

Name of Director

OR
(2)

There was produced to the meeting a declaration by <<Name>> dated <<Date>> sent to the other directors pursuant to section [184] [185] of the Companies Act 2006.

direct or indirect) in the proposed transaction or arrangement in which they are required by the Company's articles of association] to

declaration by <<Name>> dated <<Date>> sent to the other directors pursuant to section [184] [185] of the

on to the director's interest as an officer [and [a member] [an employee] of the Company and is to be regarded as a declaration of interest.

articles of association, **EITHER** [a director may vote and form part of the quorum in any proposed transaction or arrangement in which they are interested] [a director may not vote or count in the quorum in any proposed transaction or arrangement in which they are interested] nevertheless, there would be a meeting].

the Company (s.182 Companies Act 2006)

this/her/their] interest(s) in the proposed transaction or arrangement in accordance with the requirements of section 182 of the Companies Act 2006:

Extent of Interest

declaration by <<Name>> dated <<Date>> sent to the other directors pursuant to section [184] [185] of the

The [general] notice made the following declaration of interest as an officer [and [a member] [an employee]] of the Company and is to be regarded as a declaration of interest in relation to the director's interest as

specify other relationship >>]] in

<< Describe nature and extent of interest

The declaration of interest was duly recorded in the minutes of the meeting.

4. BUSINESS OF THE MEETING

The chairman noted that the business of the meeting was << Describe business of the meeting

5. RESOLUTIONS

After consideration of the matters referred to the meeting, it was resolved (1) of the Companies Act 2006, IT WAS RESOLVED:
<< Describe resolutions made>>

6. CLOSE

There was no further business and the chairman declared that the meeting was closed.

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Chairman