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(Company nu
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tration No.>>)

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

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

The Chairman declared the meeting

The Chairman stated that an off-r
section 690 of the Companies A
EITHER [the distributable profits
shares made for the purpose of fir
by the Company's articles and
purchase is approved by ordinary

shares is permissible pursuant to
the purchase is financed out of
the proceeds of a fresh issue of
R [with cash (if authorised to do so
ncial limits)] and the contract to

There was produced to the meeting
requirements of section 694 of the
made available to the shareholder
throughout the meeting.

own shares satisfying the
d the Contract to Purchase was
e Ordinary Resolution and

Ordinary Resolution

That the Company be and is h
Companies Act 2006 and the C
shares in accordance with a pr
resolution and initialled by the
between (1) the Company and
the Company of << >> ordina
the sum of £<< >> to be paid
OR [the proceeds of a fresh iss
purchase] **OR** [cash (as permi
financial limits set out in sectio
hereby approved and that any
enter into the contract on beha
Company thereunder.

nt to section 690 of the
sociation to purchase its own
ase in the form attached to the
se of identification to be made
the sale to and the purchase by
n in the capital of the Company for
butable profits of the Company]
ne purpose of financing the
articles, the amount being within the
anies Act 2006)], which contract is
being is hereby authorised to
fulfil all obligations of the

It was proposed by <<Name>>, se

nd on a show of hands

[unanimously agreed by those present and duly appointed proxies) who, being present, resolved that the ordinary resolution should be passed.

There was no further business and the meeting was closed at <<Time>>.

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an 50% of the members (or their proxies) present at the meeting] that the ordinary resolution should be passed.

declared that the meeting was closed.