

<<C...>> LIMITED
(Company number <<Registration No.>>)

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

PRESENT	NAME	POSITION
	<<Name>>	Director
	[<<Name>>]	[Director]
	[<<Name>>]	[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's report was open.]

3. RESIGNATION OF AUDITORS

There was produced to the meeting a notice of resignation of <<name of resigning auditors>>, the auditors to the Company, resigning with [immediate effect/effect from <<insert date>>]. The directors of the Company is a non-public interest company¹ and it was noted that in accordance with section 519 of the Companies Act 2006, the auditors did not consider that the resignation was connected with their resignation, and that the resignation was brought to the attention of members or creditors of the Company.

[4. APPOINTMENT OF NEW AUDITORS

It was further noted that, <<insert name>> be appointed as auditor of the Company to hold office with [immediate effect/effect from <<insert date>>] until the end of the next period for appointing auditors of the Companies Act 2006, at a remuneration to be determined by the directors.

¹ The requirements of an auditor's notice of resignation apply to a public interest company or a non-public interest company a statement of his/her reasons for ceasing to hold office, if they are all exempt reasons. These requirements do not apply to auditors of non-public interest companies.



5. RESOLUTIONS

IT WAS RESOLVED AS FOLLOWS:

- 1. that the resignation of <<Name of Resigning Director>> be and is hereby accepted with immediate effect; and
- 2. [that <<Name of new auditors>> be and they are hereby appointed as auditors to the Company with immediate effect]

<<Name of Resigning Director>> be and is hereby accepted with immediate effect; and

[that <<Name of new auditors>> be and they are hereby appointed as auditors to the Company with immediate effect]

[5. FILING

The [chairman] OR [sole director] OR [any Secretary] OR <<Name>> to make all necessary entries in the Company's books necessitated by the business of the Meeting.]

[any Secretary] OR <<Name>> to make all necessary entries in the Company's books necessitated by the business of the Meeting.]

[6. CLOSE

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

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[Chairman] OR [Sole Director]

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