

(Company number <<Registration No.>>)

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

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

1. NOTICE AND QUORUM

The chairman reported that sufficient notice of the meeting had been duly given and that a quorum was present. The chairman declared the meeting was open.

2. DECLARATIONS OF INTEREST

Each director present at the meeting declared that they [did not have any] OR [confirmed that they did not have any] direct or indirect interest in any business or arrangements that were to be considered at the meeting which might conflict with the duties of a director to disclose by section 177 of the Companies Act 2006 and the Company's Articles of Association.

3. RESOLUTION

The annual report and accounts for the year ended [date] were then produced to the meeting.

After careful consideration of the accounts, the Directors, in accordance with section 172(1) of the Companies Act 2006, IT WAS RESOLVED:

That, the directors being satisfied that the accounts give a true and fair view of the assets, liabilities, financial position and performance of the company, together with the Directors' report and auditor's report on the accounts for the year ended [date], which have been prepared in accordance with the Companies Act 2006, they are and are hereby approved and that [name] be and is authorised to sign the accounts on behalf of the Board of Directors, the Directors' report

and the balance sheet of the company
attached to it as required by the

leaving all documents and accounts

4. CLOSE

There was no further business
closed.

Chairman declared that the meeting was

.....
Chairman

RESOLUTION

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