(Company nu

[Minutes of a meeting of the box <<Company Name>> Limited (t <<Time>>.

PRESENT	N
	<
	[<
	[<
[IN ATTENDANCE:]	
[APOLOGIES FOR ABSENCE RECEIVED FROM:]	

[1. CHAIRMAN

It was resolved that <<Name>> <<Name>> took the chair of the m

[2. NOTICE AND QUORUM

The chairman reported that suffic quorum was present. The chairma

[3. DECLARATIONS OF INTERE

Each director present at the meeti have any] direct or indirect interes at the meeting which they were r 2006 and the Company's articles

4. TRANSFER[S] OF SHARE[S]

There was produced to the Meeti [1] [each] in the capital of the Com

Transferor

<< >>



TED tration No.>>)

esolutions of the sole director] of <<Location>> on <<Date>> at

POSITION
Director
[Director]
[Director] [Secretary]

chairman of the Company and

g had been duly given and that a ing was open.

y] OR [confirmed that they did not ments that were to be considered ection 177 of the Companies Act

[s] of [an] Ordinary Share[s] of £

No of Shares

<< >>

as one director because there will not



© Simply-docs - CO.CA.MM.14 Board Minutes

¹ Paragraphs 1 to 3 and 5 are not requ be a meeting.

IT WAS RESOLVED that (subject and such Transferee[s] be regist share certificate[s] be issued in th seal of the Company] **OR** [by beir secretary]] **OR** [by being signed b to the signature].

[5. CLOSE

There was no further business a closed.]

[Chairman] OR [Sole Director]

bed) such Transfer[s] be approved oks of the Company and that [a] ransferee [by affixing the common s [, or a director and the company presence of a witness who attests

an declared that the meeting was

