

<<COMPANY NAME>> LIMITED
(Company number <<Company number>> Registration No.>>)

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

3. DOCUMENTS PRODUCED TO THE MEETING

The following documents were produced to the meeting:

- [Draft new Articles of Association]
- Draft [written resolution[s]] and [written resolutions]:

[Special Resolution]

That the new Articles of Association attached to this resolution be approved and adopted as the new Articles of Association of the Company in substitution for and to the entire exclusion of the existing Articles of Association.]

OR

[Ordinary Resolution]

That paragraph << Insert text >> of the Memorandum of Association relating to the Authorised Share Capital >> of the

Company's memorandum of association

AND/OR

that paragraph << Insert
Company's memorandum of association

ects of the Company >> of the
deleted.]

4. RESOLUTIONS

It was resolved to instruct the
ordinary/special resolutions to the
OR [convene a general meeting of
fit, passing the ordinary/special
identification initialled by the chair

y] **OR** <<Name>> to [send the
e Company as written resolutions]
pose of considering and, if thought
n therein and for the purpose of

5. ADJOURNMENT

(a) The meeting was adjou
as written resolutions
meeting of the compa
passed.

y/special resolutions could be sent
of the Company] **OR** [a general
the ordinary/special resolution[s]

(b) The meeting was
[ordinary][special] reso
general meeting].

e chairman reported that the
ed [as written resolutions] **OR** [in

6. FILING

The chairman instructed [the Co
Companies House within the pres

<<Name>> to file the following at

- a) Copy of the [Special][Ordin
- b) Copy of the [new][revised
Director of the Company;

n of the Company, signed by a

[12. CLOSE

There was no further business a
closed.]

an declared that the meeting was

.....
Chairman