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(Company nu
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tration No.>>)

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

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

The Chairman declared the meeting

The chairman] **OR** [sole director]
pursuant to an employees' share
accordance with section 693A of the

own shares for the purposes of or
authorised by ordinary resolution in

Ordinary Resolution

That the Company be and is hereby
Act 2006 and the Company's Articles
purposes of or pursuant to an emp

section 693A of the Companies
purchase its own shares for the
on the following basis:

- (a) **EITHER** [Shares of any
of the following class of
- (b) The following condition
- (c) The maximum number
- (d) The maximum price that
minimum price that may
- (e) This resolution expires
- (f) [The Company may make
stated above that will o

y be purchased] **OR** [Only shares
urchased: <<Details>>].

OR [<<Details>>].

be acquired is <<Number>>.

ares is £<<Amount>> and the
s <<Amount>>.¹

of own shares before the date
y or partly after that date.]

¹ The maximum or minimum price for
(b) providing a basis or formula for ca
person's discretion or opinion).

² This date must not be later than five

(a) specifying a particular sum or
price (but without reference to any

ch the resolution is passed.

(g) Any one director for the
behalf of the Company

authorised to enter into a contract on
behalf of the Company thereunder.

It was proposed by <<Name>>, se
[unanimously agreed by those pre
duly appointed proxies) who, being
resolution should be passed.

and on a show of hands
more than 50% of the members (or their
at the meeting] that the ordinary

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

declared that the meeting was

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