

<<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:

POSITION

Director

[Director]

[Director][Secretary]

[IN ATTENDANCE:]

[APOLOGIES FOR ABSENCE
RECEIVED FROM:]

[1. CHAIR

It was resolved that <<Name>> was appointed as the Chair of the Company and <<Name>> took the chair of the meeting.]

[2. NOTICE AND QUORUM

The chair reported that sufficient notice had been duly given and that a quorum was present. The chairman's report was accepted and the meeting was open.]

[3. DECLARATIONS OF INTEREST

[Each director present at the meeting declared that they did not have any] direct or indirect interests in any business or arrangements that were to be considered at the meeting which they were required to declare under section 177 of the Companies Act 2006 and the Company's articles of association.]

4. APPOINTMENT OF DIRECTOR

IT WAS RESOLVED that << Name >> had indicated [his/her]OR[their] willingness to act as [a] director[s]

In accordance with the terms of the Company's Memorandum and Articles of Association ("SBEE"), the Company confirmed that << Name >>] [has/have] consented to act as [a] director[s] of the Company and the Company will confirm such appointment[s] as required with the Registrar of Companies.

[In accordance with the Company's Memorandum and Articles of Association, it was further confirmed that the Company may appoint a new director and such approval to take place in this meeting.]

board meeting¹.]

IT WAS THEREFORE FURTHER
[is/are] hereby appointed as[an]ad

ne >>[and << Name >>]be and
e Company with immediate effect.

5. FILING

The [chair] **OR**[<<Name>>] instru
AP01 in respect of [the]**OR**[each]
confirmations and statements on b

etary]**OR**<<Name>> tofile form
and make all necessary
required by the SBEE.

[The Company Secretary]**OR**<<Na
directors and the register of directo

ected to update the register of
s.

[6. CLOSE

There was no further business and

ared that the meeting was closed.]

.....
[Chair]**OR**[Director]

¹ The model articles allow appointment, a
in board meeting. It will be necessary to c
made.

approval. This can include by directors
of association to see how appointment is

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