

<< Name >> LIMITED
(Company number >>) (Registration No.>>)

MINUTES of the Company
on << Date >> at << Time >> am/pm

Present:

<< Name >>
<< Name >>

In attendance:

<< Name >>
<< Name >>

1. The Chairman announced that the General Meeting had been duly given notice and that the business of the Meeting had been received from all the members of the Company and vote at the Meeting].
2. The Chairman announced that the meeting was present and declared the meeting open.
3. It was unanimously agreed that the business of the Meeting should be taken as read.
4. The Chairman stated that the Company had resolved to pay a final dividend of [<<£ amount>>] per ordinary share to those shareholders registered on the Company's register of members at the close of business on [<<Date of payment>>] and that the Company had [model articles of association for public companies] by shares and that these] articles of association [that] required the payment of a [final] dividend to shareholders by ordinary resolution of the Company's shareholders by ordinary resolution.
5. The Chairman produced the following ordinary resolution of the Company to enable the shareholders to declare a final dividend:
To declare a final dividend of [<<£ amount>>] per ordinary share in respect of the Company's year end date [<<Company's year end date>>] to those shareholders registered on the Company's register of members at the close of business on the Date of payment>>].
6. The Chairman put the resolution to the vote on a show of hands and declared the resolution of the Company] OR [had not been carried] as an ordinary resolution of the Company] was held at which the resolution was [not] carried].
7. There being no further business the Meeting closed at << Time >>.

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Chairman

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