

<< Name >> LIMITED

MINUTES of the Company
held both at << Location >> and by virtual means (a hybrid meeting) in accordance with the provisions of the Companies Act 2006 and the Company's articles of association on << Date >> at << Time >> pm

Present (in person):

<< Name >>

<< Name >>

Present (via virtual means):

<< Name >>

<< Name >>

In attendance (in person):

<< Name >>

<< Name >>

In attendance (via virtual means):

<< Name >>

<< Name >>

1. THE Chair explained that under the Corporate Insolvency and Governance Act 2020, the requirement for a company to hold general meetings due to the COVID-19 pandemic, notwithstanding the expiry of the Company's constitution, had expired on 30th March 2021. The Chair explained that considering the [need] [desire] for continued social distancing, the Company had decided to hold a hybrid meeting.
2. A hybrid meeting is a meeting which is held both at a physical location and electronically, providing shareholders the opportunity to attend the meeting either in person or virtually. For a hybrid meeting, all shareholders must be able to participate on an equal basis. The Chair stated that holding a hybrid meeting is generally considered to be in compliance with the requirements of section 311 of the Companies Act 2006, which requires that the requirements of a meeting must be given. It was explained that there is some uncertainty as to whether a meeting held purely on an electronic or virtual platform complies with the requirements of section 311 of the Companies Act 2006.
3. The Chair explained that [the] provisions in the Company's articles of association prohibiting virtual meetings and requiring shareholders to be physically present to count as attending a meeting had been amended its articles of association to expressly permit hybrid meetings.
4. The Chair confirmed that the resolution for the Meeting had been duly given [and the necessary consent had been received from all the members of the Company] and that all members of the Company had the right to attend and vote at the Meeting. The Chair confirmed that, in accordance with holding a hybrid meeting, all shareholders (whether attending physically or by virtual means) had the ability to participate in the meeting.

5. The Chair then announced that the meeting was present. This was in accordance with holding a hybrid meeting at << Location >> and by the participation of those physically present.
6. It was unanimously agreed that the Minutes of the Meeting should be taken as read.
7. The Chair noted that in accordance with the Company's recommendation, all shareholders [other than << Name >>] were attending the meeting virtually and had given their consent.
8. The Chair proposed the first resolution of the Company [as a[n] [ordinary] [special] resolution] and put the resolution to the meeting. The resolution [had been] carried as a[n] [ordinary] [special] resolution.
9. The Chair proposed the second resolution of the Company [as a[n] [ordinary] [special] resolution] and put the resolution to the meeting. The resolution [had been] carried as a[n] [ordinary] [special] resolution.
10. There being no further business, the meeting adjourned.

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Chair

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