

<<C  
(Company nu  
TED  
tration No.>>)

[Minutes of a meeting of the board of directors or resolutions of the sole director] of  
<<Company Name>> Limited (the "Company") held at <<Location>> on <<Date>> at  
<<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 chair declared the meeting was open.]

3. [DECLARATIONS OF INTEREST

[Each director present at the meeting declared that they did not have any] OR [confirmed that they did not  
have any] direct or indirect interests in any business of the Company 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. BUSINESS OF THE MEETING

The chair reported that the business of the meeting was to consider <<Insert relevant  
business of the meeting>>.

<sup>1</sup> Paragraphs 1 to 3 and 8 are not required if there is only one director because there will not  
be a meeting.

5. DOCUMENTS [PRODUCED BY THE COMPANY] OR [CONSIDERED BY THE SOLE DIRECTOR]

The following documents were [produced by the Company] OR [considered]:

<< List documents >>

6. RESOLUTIONS

[It was explained that in approving the Company's business strategy, the Company has agreed that environmental, social and governance factors, risks, opportunities and trends specific to <<insert relevant industry>> will become an additional consideration in the Company's business strategy.]

In considering the business of the Company, after consideration:

- i. of the matters referred to in the Companies Act 2006; and
- ii. the Company's commitment to environmental, social and governance (ESG) factors, specifically environmental, social and governance factors, including the Company's size and sector focus, including climate change and greenhouse gas emissions; energy efficiency; air, water and land pollution and waste; health and safety; diversity, inclusion and equal pay; stakeholder and community relations; and corruption; conflicts of interest and anti-money laundering.

IT WAS RESOLVED:

<< List resolutions >>

7. FILING

The [chair] OR [sole director] instructed the [secretary] OR <<Name>> to file the following at Companies House:

<< List items to be filed at Companies House >>

8. [CLOSE]

There was no further business and the meeting was closed. [The Chair declared that the meeting was closed.]

.....  
[Chair] OR [Sole Director]