<<**C** (Company nu

[Minutes of a meeting of the bo-<<Company Name>> Limited (t

ITED tration No.>>)

esolutions of the sole director] of t <<Location>> on <<Date>> at

POSITION
Director
[Director]
[Director] [Secretary]

d as chair of the Company and

eeting had been duly given to all Company's articles of association) as open.11

on <<Insert date>> with Company these are its first board minutes

full every] **OR** [confirmed that they proposed arrangements that were equired to disclose by section 177 cles of association.

sidered By The Sole Director]
eting] OR [considered]:

f the Company filed at Companies

1

ecause there will not be a meeting.

1. [Chair

<<Time>>.

PRESENT

[IN ATTENDANCE:]

RECEIVED FROM:]

It was resolved that <<N <<Name>> took the chair of

[APOLOGIES FOR ABSENCE

2. [Notice And Quorum

The chair reported that so directors and that a quorun was present. The chair dec

3. Company Formation

It was reported that the Co Number: <<Insert compartionly following incorporation.

4. **Declaration of Interests**

Each director present at the did not have any direct of being considered at the most the Companies Act 2006

5. **Documents [Produced To**

The following documents v

- a) The certificate of in
- b) A copy of the mem

1 Paragraphs 1, 2 and 20 are not required if the

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House: and

c) A copy of the article

6. Company Name

It was noted that following Crime and Corporate Tran name choices has been I intended to facilitate an offexistent) connection with computer code. It was confunded or phrases.

[It was further resolved the relevant trading name>>.]

7. Appropriate Registered C

It was noted that the regist

<<Insert relevant address>

It was further noted that in a office addresses mean that one where any documents of a person acting on behalt can be recorded by an a Company's choice of register.

8. Registered Email Addres

It was noted that in accordance to provide the Registrar to communicate v

The Company confirmed th address was provided: << l the necessary requirement

Confirmation of Lawful P

It was noted that in accord confirm that its intended fu repeated in each subseque

The Company noted that it been formed for a lawful pu

10. Directors

It was noted that the initial

- <<Insert relevant name>>2
- <<Insert relevant name>>
- <<Insert relevant name>>
- <<Insert relevant name>>

² Check that all proposed directors are individue corporate directors to be introduced under the corporate director if all the corporate director's the directors' identity verification process (once entities, overseas corporate directors will not be ompany filed at Companies House.

certain measures of the Economic CTA), the restrictions on company ally it is prohibited to use names ception, names suggesting a (non-rauthority and names containing s name does not contain any such

trade under the name, <<Insert

hy is situated at:

FA, the updated rules for registered ve an appropriate address. This is expected to come to the attention ny documents sent to this address livery. It was confirmed that the requirements.

A, there is a requirement for all priate email address to allow the

tion application, the following email and that this email address meets

on incorporation a company must and that this confirmation must be

e confirmed that the Company has activities will continue to be lawful.

are:

Note that there will be restrictions on pany will only be able to retain and appoint a those natural persons will also be subject to s must also be UK companies or registered It was further noted that disqualified from acting as

11. Company Secretary

It was noted that the Concompany secretary and the

12. Share Capital

It was noted that the initi amount>> divided into << had been fully subscribed I

The Chair reported receipt

Name	Amo
<<•>>>	£<<
<<•>>>	£<<
<<•>>>	£<<
<<•>>>	£<<

It was resolved that the na register of members in res be signed by a director in t

It was noted that none of th

13. Register of People with S EITHER

It was resolved that there v

OR

It was resolved that the follobeen/will need to be] provide

Name	Reg
	num

³ Under the ECCTA it will not be possible to inc disqualified under the directors' disqualification persistent breaches of filing obligations and ide the Companies Acts.

n their consent to act and is not

Insert relevant name>> to act as

Company was £<<Insert relevant !<<<•>> each and that the capital e memorandum of association.

in the following proportions(s):

r of shares	Share Class	
	Ordinary £<<•>>	
	shares of £<<•>>	
	each fully paid	
	Ordinary £<<•>>	
	shares of £<<•>>	
	each fully paid	
	Ordinary £<<•>>	
	shares of £<<•>>	
	each fully paid	
	Ordinary £<<•>>	
	shares of £<<•>>	
	each fully paid	
(-)		

(s) be entered into the Company's that the share certificate(s) should and issued to each subscriber.

isqualified from acting as directors.

ts)

ficant control.

nificant control whose details [have

s	Level of Control	

posed directors, subscribers or PSCs are fication have been added, including grounds for be introduced) and certain other breaches of

ut it is useful, and many private companies will

gister of PSCs. Instead, all the relevant vidual companies may wish to maintain their nt to do so.



⁴ There is no requirement for a private company want to appoint one.

⁵ The ECCTA will in due course abolish most s information will simply be provided to, and mail own internal PSC register, but going forward th

<<•>>>	<<•>>>
<<•>>>	<<•>>

It was further noted that none of the

14. Accountants & Auditors

It was resolved that the Company as accountants of the Company.

EITHER

[It was resolved that << Insert nam of the Company].

OR

[It was resolved that as the Compa an audit exemption and therefore i

15. Accounting Reference Date

It was resolved that the Company's year.

16. Execution of Documents

It was resolved that any documents when:

- a) signed on behalf of the Corcompany secretary]; or
- b) signed by any director of the the signature; or
- c) the Company seal is affixed

17. **Bank**

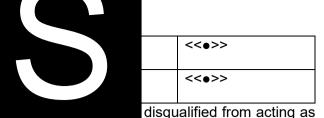
It was resolved that the Compandetails>>. It was further resolved the form of mandate (presented to the to these minutes) be duly passed a signatures of each of the signatoric

18. [HMRC Registration

It was resolved that the Company s Corporation Tax purposes.]⁸

19. Next Meeting

It was agreed that the next meetin



accountants & address>>

> be appointed as auditors

tity, the Company will claim appoint auditors.]⁶

up to <<Insert date>> each

ny shall be validly executed

ors [or any director and the

ce of a witness who attests

ccount with <<Insert bank ions set out in the standard a copy of which is attached to the bank with specimen

HMRC for VAT, payroll and

s shall be held on <<Insert

vide that a company claiming entifying the relevant exemption and atement will provide the Registrar exemption.

ny by writing under its common seal a director signing a contract on tracts, whilst not a statutory e), to provide more evidential

ne necessary tax advice.



⁶ The ECCTA will tighten up on companies being able to exemption from audit will have to include on its balance stronger confirming that the company qualifies for it. The requirement act of the section 43 Companies Act 2006, states that a simple coor or on behalf of the company by any person acting under its behalf of the contracting company or other authorised significantly or for risk management reasons.

⁸ Consider what the company should be registered for wit

date>>.

20. **[Close**

There being no furthe

clared that the meeting was closed.]

.....

[Chair] OR [Sole Director]