

[Minutes of a meeting of the board of directors / resolutions of the sole director] of <<Company Name>> Limited (the "Company") held at <<Location>> on <<Date>> at <<Time>>.

PRESENT	NAME	POSITION
	<<Name>>	Director
	[Director]	[Director]
	[Director]	[Director] [Secretary]
[IN ATTENDANCE:]		
[APOLOGIES FOR ABSENCE RECEIVED FROM:]		

[1. CHAIRMAN

It was resolved that <<Name>> [Name] chairman of the Company and <<Name>> took the chair of the meeting.

[2. NOTICE AND QUORUM

The chairman reported that sufficient notice had been duly given and that a quorum was present. The chairman 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 of the matters 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. DOCUMENT [PRODUCED TO THE MEETING] [CONSIDERED BY THE SOLE DIRECTOR]

There was [produced to the meeting] a << Type of Agreement >> agreement ("the Agreement") between << Name of other party to Agreement >> (1) and the Company (2) relating to << Description of Agreement >>.

¹ Paragraphs 1 to 3 and 6 are not required if there is only one director because there will not be a meeting.

5. RESOLUTION

The Agreement was approved, and the matters referred to in section 172(1) of the Companies Act 2006 that << Name or names >> be and is/are hereby authorised to execute on behalf of the Company.

[6. CLOSE

There was no further business and the Chairman declared that the meeting was closed.]

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[Chairman] OR [Sole Director]

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