

[NAME OF COMPANY] LIMITED

MINUTES of a Meeting of the Board of Directors of [NAME OF COMPANY] LIMITED (the **Company**)

Held at: [INSERT ADDRESS]

Date and time: [INSERT DATE AND TIME]

Directors present

[LIST DIRECTORS]

[NAME] (Chair)

[NAME]

[NAME], attend

In attendance:

[LIST ANY OTHER
EXECUTIVES WHOSE
PRESENCE WAS
RELEVANT]

SECRETARY,

1 Chair
[NAME]

2 Notice

2.1 The chair

directors.

2.2 The chair
present
open.

quorum was
the meeting

3 Declaration

Each director
any provision
which has
the Companies

in any way in
at the meeting,
Act 2006 and



4 Business

4.1 The chair
approved

thought fit, to

4.2 It was noted that [NAME] had consented to act as a director [and there was produced to the meeting a consent to act as a director from [NAME] and containing the particulars required for the Company's Register of Directors and for Companies House Form AP01].

4.3 According, it was resolved that [NAME] be and is hereby appointed as a director with immediate effect.

5 General Declaration of Interest

There was produced to the meeting a declaration of interest from [NAME] given in accordance with section 185 of the Companies Act 2006 to the effect that, as [a shareholder, director or employee of [company name] OR as a consequence of his connection with [person]], [NAME] is to be regarded as interested in any transaction or arrangement that may be made with that [company] [person].

6 Filing a

6.1 The cha

(a)

(b)

rs of the

porate director]

7 Close

The cha

.....
Chair

