

[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

1 Chair

[NAME]

2 Notice

2.1 The chair

directors.

2.2 The chair present open.

quorum was the meeting

3 Declaration

Each director the proposed would be Articles

in any way in which he/she the Company's

4 Business

4.1 The chair approve meeting

ought fit, to s of a general

4.2 The following (a)

paper rock

[NAME] Limited to consent to short

(b) a draft written confirmation from the Company confirming its appointment of a corporate representative for the General Meeting.

4.3 The meeting resolved that, in accordance with Section 323 of the Companies Act 2006, [NAME] is appointed as the representative of the Company at the General Meeting and any adjournment [and is also authorised to sign the consent to short notice of the General Meeting on behalf of the Company].

4.4 The meeting further resolved that any director or the company secretary be and is hereby authorised to sign and deliver the written confirmation from the Company confirming appointment of a corporate representative for the General Meeting.

5 Close

The chair closed the meeting.

.....
Chair



[ON LETTERHEAD OF APPOINTING CORPORATE SHAREHOLDER]

The Directors
[NAME OF COMPANY] Limited
[COMPANY ADDRESS]

[DATE]

Dear Sirs

APPOINTMENT

I hereby confirm
Act 2006 as the
[MEETING COM
and is also auth

the Companies
ral meeting of
that meeting

Yours faithfully

[Director/Secret

