

MINUTES OF GENERAL MEETING

(Company name) Limited

Minutes of a General Meeting of the members of the Company held at *(time)* on *(date)* at *(location)*.

Present: *(name of chairman)* ("the Chairman")

.....

.....*(names of directors)*

.....

.....*(names of members)*

In attendance: *(name of Company secretary)*

1. The Chairman announced that he had received proxies from *(names)* in favour of himself. He declared that *(percentage)* members of the Company were present in person or by proxy and that a quorum was present.
2. [The Chairman announced that consent to short notice had been given by the holders of all the shares giving a right to attend and vote at the meeting to the convening of this meeting and to the proposing and passing of the resolutions of the Company and set out in the notice of the meeting.]
3. The notice convening the General Meeting was read and this was agreed.
4. The first resolution set out in the notice was proposed, seconded, put to the vote and on a show of hands carried unanimously and passed as an ordinary resolution and declared as such by the Chairman.
5. *(Follow the same process as in 4 above to record any further resolutions proposed and passed at the general meeting.)*
6. There being no further business the meeting was closed.

.....
(Signature of Chairman)

.....
(Date)

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