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|  | COMPANY NAME LIMITEDCompany number: Company registration number Registered office address:  Address line 1, Address line 2, Town, County, Postcode |  |

**MINUTES OF MEETING OF THE DIRECTORS**

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| **Date held:** |  | Date |
|  |  |  |
| **Held at:** |  | Address line 1 |
|  |  | Address line 2 |
|  |  | Town |
|  |  | County |
|  |  | Postcode |
|  |  |  |
| **Present:** |  | Officer Name 1 (Director) |
|  |  | Officer Name 2 (Director) |
|  |  | Officer Name 3 (Director) |

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| **1.  NOTICE AND QUORUM** |
| The chairman reported that sufficient notice of the meeting had been duly given and that a quorum was present. The chairman declared that the meeting was open. |

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| **2.  RESOLUTION FOR CHANGE OF COMPANY NAME** |
| The chairman reported that the [special resolution for change of company name had been approved by members in general meeting] **OR** [written resolution for change of company name had received the number of votes required for approval by members]. |

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| **3.  FILING** |
| It was resolved that the Company name be changed to New Company Name, in accordance with the approval received from the members, by filing form NM01 with Companies House, together with payment of the necessary Companies House fee. It was resolved that the records of the Company be updated as required to record the change. |

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| **4.  CLOSE** |
| There being no further business the meeting was closed. |

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| Signed: |  |  |

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| --- | --- | --- |
| Dated: |  |  |