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| COMPANY NAME LIMITED COMPANY NUMBER – COMPANY NUMBER  MINUTES OF A GENERAL MEETING OF MEMBERS  CONVENED UNDER SECTION 307 OF THE COMPANIES ACT 2006  AND THE INSOLVENCY ACT 1986 | | | |
| **DATE** |  | |
| **TIME** |  | |
| **VENUE** |  | |
|  | **PRESENT**  Name - Chair  Members attending in person – as per the Attendance Register  Members represented by proxy – as per the Proxy Summary | |  |
|  | **IN ATTENDANCE**  Name – IP Firm  Name – IP Firm | |  |
| 1 | Name was appointed to chair the meeting. | |  |
| 2 | The Chair reported that the Company was unable to continue trading because of its liabilities and having considered all options it was decided that the Company be wound up voluntarily.  Name of Firm Name presented a Statement of Affairs of the Company, which had been approved by the directors, prior to the meeting.  The members were provided with a written statement that Name is qualified to act as an insolvency practitioner in relation to the Company and is prepared to act as liquidator. | |  |
| 3 | After discussion the following resolutions were passed, the first as a special resolution and any remaining resolutions as ordinary resolutions:  1 That the Company be wound up voluntarily.  2 That Name of Firm Name, Firm Address, be appointed liquidator of the Company for the purposes of the voluntary winding-up.  3 *[If joint appointment, include the following, otherwise delete it]* That the liquidators be authorised to act jointly and severally in the liquidation. | |  |
| 4 | The Chair invited members to nominate not more than five persons to serve on any liquidation committee appointed by the creditors, provided the creditors agreed. No nominations were made. | |  |
| 5 | There being no other business the meeting was closed | |  |

Signed

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Chair  
NAME IN CAPITALS

Date: Enter Date