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**[ ] LIMITED**

**MINUTES OF A MEETING OF THE BOARD OF DIRECTORS OF THE COMPANY**

**PLACE**: Held at

**DATE**: On the day of 20[ ] at o’clock a.m./p.m.

**PRESENT**: [ ]

 [ ]

**APOLOGIES:**

**IN ATTENDANCE**:

1. Having noted that all of the Directors who were entitled to attend were in attendance and there being a quorum present the meeting commenced and [ ] took the chair.

2. The Chairman proposed to the meeting that [ ].

**IT WAS UNANIMOUSLY RESOLVED AS FOLLOWS:-**

[INSERT DETAILS OF RESOLUTION]

3. There being no further business the meeting then terminated.

 Signed: ­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Chairman