

(“Company”)

Minutes of meeting of Directors

Date:

Time:

Place:

Present:	Name	Capacity
	[insert name of chairperson]	Chairperson
	[insert name of director]	Director

In attendance:

[insert name of secretary]	Secretary
[insert name of attendee]	[insert capacity]

Apologies:

[insert names of absentees]

The Chairperson noted the following:

Notice

Due notice of the meeting had been given to all Directors, in accordance with the Company’s Memorandum and Articles of Association.

Quorum

A quorum was present.

Use of technology

All Directors had consented to hold the meeting by and none had withdrawn consent within a reasonable period before the meeting.

Directors interests

The following Director(s) gave notice of the following interest(s) in accordance with the Company's Memorandum and Articles of Association:

Directors interests

The following Director(s) gave notice of the following interest(s) in accordance with the Company's Memorandum and Articles of Association:

The notice was tabled.

[Name of director(s)], having a material personal interest in , complied with the Company's Memorandum and Articles of Association and *[was/were]* not present while the matter was considered and did not vote on Resolution(s) [XX].

BUSINESS

1 Insolvency

1.1 **It was resolved** that in the opinion of the Directors:

- (a) the company cannot by reason of its liabilities continue its business;
- (b) the director(s) consider(s) it necessary that the company be wound up due to the reasons set out below:

;

- (c) the directors believe the winding up proceedings should be commenced under the Company Law of ; and

- (d) meetings of the company and of its creditors will be summoned for a date not later than 28 days after the delivery of this statement to the Registrar of Companies.

2 The meeting then closed.

Signed as a correct record.

..... Date:
Signature of Chairperson

.....
Name of Chairperson

.....
Signature of director

.....
Name of director

.....
Signature of director

[insert enough signing spaces for each director]