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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 chairperson reported that sufficient notice of the meeting had been given to all the directors, and as a quorum was present declared the meeting open. |

**2. APPOINTMENT OF ALTERNATE DIRECTOR**

There was produced to the meeting a letter from Name of appointing director, appointing Name of alternate director as their alternate director [with effect from [Date]] **OR** [during their period of absence from [Leaving Date] to [Return Date]]. It was noted that in accordance with Article Number of the Company’s articles of association it is necessary for the directors to approve the appointment.

After due consideration it was resolved that the appointment of Name of alternate director as alternate director to Name of appointing director be approved.

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| **3.  FILING**  It was resolved that form [AP01 or AP02] be filed with Companies House and the Register of Directors be updated as appropriate. |
| |  | | --- | | **4.  CLOSE** | | There being no further business the meeting was closed. | |

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| Signed: |  |  |

|  |  |  |
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| Dated: |  |  |