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

**MEMORANDUM OF TERMS OF LOAN TO DIRECTOR**

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| **PROPOSAL** |
| The directors of Company Name (‘the Company’), propose that the Company shall provide a loan in the amount of £XX,XXX.XX [amount of proposed loan] to Director’s Name, a director [and shareholder] of the Company. |

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| Pursuant to Chapter 4 of Part 10, section 197 of the Companies Act 2006, [and in accordance with the articles of association of the Company], the loan must be approved by a resolution of the members of the Company. To allow the members to fully consider the proposal, and as prescribed by section 197(4) of the Companies Act 2006, this memorandum provides details on the terms of the proposed loan: |
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| * the nature of the loan is [details as to the nature of the loan]; * the amount of the loan is £XX,XXX.XX [amount of proposed loan]; * the purpose for which the loan is required is [details of the purpose of the loan]; and * the extent of the Company’s liability with regards to the loan is [details of the extent of the Company’s liability, including the proposed date of full repayment and repayment terms]. |

For and on behalf of the directors,

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| Signed: |  | (Director) |

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| Dated: |  |  |