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| Insert logo here | Company NameRegistered No: Registered Office Address |

MINUTES OF A MEETING

HELD AT:

 ON:

PRESENT:

xxxx took the Chair.

It was resolved that a dividend of £ per Ordinary Share in respect of the period ended dd mmmm yyyy be paid forthwith to those shareholders registered at the close of business on dd mmmm yyyy.

The secretary was instructed to prepare the necessary Minutes and distribute tax vouchers to all the shareholders.

There being no further business, the meeting was closed.

Directors Name

Director

Date: