**<<Name of Company>> LIMITED**

**MINUTES of a General Meeting of the Company**

**held at <<Location>>**

**on <<Date>> at <<Time>> am/pm**

Present:

<<Name>>

<<Name>>

In attendance:

<<Name>>

<<Name>>

1. The Chairman announced that notice of the General Meeting had been duly given **[**and consent to the Meeting being held at short notice had been received from all the members of the Company having a right to attend and vote at the Meeting**]**.
2. The Chairman announced that a quorum was present.
3. It was unanimously agreed that the notice convening the Meeting should be taken as read.
4. The Chairman proposed the only resolution in the said notice as a special resolution of the Company, namely the change of the Company’s registered name to << >>. The resolution was seconded by <<Name>>. The Chairman put the resolution to the meeting, took the vote on a show of hands and declared the resolution **[**had been carried as a specialresolution of the Company**]** **OR** **[**had not been carried and so a poll was held at which the resolution was **[**not**]** carried**]**.
5. There being no further business, the Meeting terminated.

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Chairman