

**Example Ltd**

Company n. 123456

Date: \_\_/\_\_/\_\_\_\_

**Minutes of the Board Meeting** held at \_\_\_\_\_ (ex: the Registered Office, Sheffield Library, ...)

**Attendees**

The following Officers were present at the meeting:

xxx

yyy

zzz

**Share distribution agreement**

Regarding changes in ownership of shares of xxxx Ltd, it was resolved that:

- zzz agrees to cease xxx shares to yyy
- yyy accepts to subscribe zzz shares in exchange of £www

As result of the above distribution, the balance in share ownership will be:

- kkk owns hh/100 shares
- sss owns rr/100 shares

**Director resignation**

Regarding the new structure of the board of directors, it was resolved that:

- zzz resigns from his role of director, due to xxx

As result of the above resignation, the board of directors will be:

- yyy
- xxx

There being no further business the Meeting was closed.

Chairperson: zzz

Signatures:

zzz \_\_\_\_\_

yyy \_\_\_\_\_

xxx \_\_\_\_\_