

(COMPANY NAME LTD)

Minutes of a meeting of the directors held at (address) on (dd/mm/yy)

Present

- Name (Director)
- Name (Director)
- Name (Company Secretary)
- Name (Chairman)

DIVIDENDS

- The distributable reserves shown in the company's balance sheet for the year/period ended (dd/mm/yy) were £XXX.
- The meeting considered management accounts to (dd/mm/yy).
- The meeting reviewed levels of trading since (dd/mm/yy) and current creditors/debtors and bank balances.
- The meeting considered that the level of distributable reserves have increased/not materially fallen/or have only reduced by around £XXX since (dd/mm/yy).

After due consideration of the financial position of the Company and on the recommendation of the directors it was noted that the Company's profits available for distribution (within the meaning of Part 23 of the Companies Act 2006) were more than sufficient to permit the payment of the following dividend.

IT WAS RESOLVED that an interim dividend of £XXX per (share type) share of £XXX each in respect of the financial year/period ended (dd/mm/yy) to be paid on the (dd/mm/yy) to those persons entered in the register of members at the close of business on the (dd/mm/yy).

Any Other Business

There being no further business the meeting was closed

- Name (Chairman)
- Name (Director)
- Name (Director)
- Name (Company Secretary)

Date.....