

**Dividend voting Board meeting stencil**

Name of company

Venue if not at registered office

Date of board meeting

Any directors not present or present by phone/webcam

Any directors not signing minutes

If chairman not present who chaired the meeting

**Evidence considered to establish presence of sufficient reserves to legally pay the proposed dividend.**

- The distributable reserves shown in the company's balance sheet for the year/period ended .....were.....
- The meeting considered management accounts to .....
- The meeting reviewed of levels of trading since .....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 .....since .....

Dividend voted

Date of payment

To shareholders on register at date of meeting/other date.....

Interim/final for year/period ended.....

**Any additional matters to note**