

CP016

Minutes

to allot shares

[Company name] Ltd

Minutes of a meeting of the

at [venue]

on [date] at [time]

Present: [Chairman]

[List the directors]

1 The secretary reported on special resolutions passed and to authorise the

meeting held on [date], authorised share capital,

2 Forms of application were reported that each had

were produced, and it was per share:

- [name]
- [name]
- [name]

res
res
res.

3 It was resolved that in accordance with the

fully paid, be allotted in

4 It was resolved that in respect of the allotment the certificates.

certificates numbered to in ary be instructed to issue

Signed:

(Chairman)

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