

COMPANY NAME:

MINUTE REF No.

## MINUTES OF A MEETING TO DECLARE A COMPANY DIVIDEND

HELD ON [Insert time: day: date]

Present:                      Director 1:  
                                     Director 2:  
                                     Director 3:  
                                     Company Secretary:

Apologies for absence:

- ..... took the chair.
- A review of the Company's distributable profits was undertaken. They were estimated as follows:

		£	
Profit and Loss Reserves brought forward at start of financial year			<input style="width: 100%;" type="text"/>
Estimated net profits for the current year to date	Add:		<input style="width: 100%;" type="text"/>
Provision for Corporation Tax at 20%	Less:		<input style="width: 100%;" type="text"/>
Previous dividends declared in the current financial year to date	Less:		<input style="width: 100%;" type="text"/>
Other provisions that need to be provided for	Less:		<input style="width: 100%;" type="text"/>
Estimated available distributable profits			<input style="width: 100%; border-bottom: 3px double black;" type="text"/>

- A dividend of £[insert] on each ordinary share will be paid on [date]

Net dividend declared and to be paid			<input style="width: 100%;" type="text"/>
Tax credit			<input style="width: 100%;" type="text"/>
Total dividend declared			<input style="width: 100%; border-bottom: 3px double black;" type="text"/>

- There being no further business the meeting was brought to a close.

I, the undersigned, confirm that the minutes above fairly and accurately describes the order of business at the meeting reported on:

Signature: \_\_\_\_\_

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

Name: \_\_\_\_\_

Please print