General Meeting Minutes of [Limited (company number ●)] (Company)

Held at: [address]

On: [date]

At: [time]

Those that were present are as follows:
[names and positions including chairperson]

Those that were in attendance are as follows:
[names]

Chairperson and quorum
[Name] was appointed Chairperson of the meeting.

The Chairperson noted that the meeting was quorate and accordingly opened the meeting.

Notice and proxies
A copy of the notice [Notice] convening the meeting was produced to the meeting and, with the consent of all members present, the Notice was taken as read.

[The following proxies were appointed for the purposes of the meeting:

[insert proxy details and by whom they are appointed]

Resolutions
The resolutions set out in the Notice were duly proposed and voted upon and the Chairperson declared that resolutions ● in the Notice had been passed [on a show of hands OR on a poll] as ordinary resolutions and resolutions ● in the Notice had been duly passed [on a show of hands OR on a poll] as special resolutions.

[The chairperson announced that proxy votes cast were as follows:

[insert details of how the proxies voted]

Other business
There being no further business, the Chairperson declared the meeting closed at [time].

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Chairperson

..................................................

(Date)
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