**Minutes of a meeting of the directors of [Company Name]**

Held on: xxth xxx xxxx

Directors Present: [Full Name]

Held at: [Address Line 1]

[Address Line 2]

[Address Line 3]

[Address Line 4]

At a meeting of the Directors of the Company held on the above date, it was resolved that the company pay a dividend of £[XXX] per £[X] share to the shareholders registered on xxth xxx xxxx.

The directors have confirmed there are retained profits in the company to pay these dividends.

There being no further business, the meeting was adjourned.

[Full Name] xxth xxx xxxx

***Director***  ***Date***