**BOARD MEETING MINUTES**

**[COMPANY NAME]**

Held on [DATE] at [ADDRESS]

Present: [NAMES OF ALL PRESENT]

It was resolved that the Company pay an interim dividend of £90 per £1 Ordinary Share in respect of the year ended [COMPANY'S YEAR END DATE] to those shareholders registered at the close of business on [DATE OF PAYMENT].

There being no further business, the meeting was closed.

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[DIRECTOR] + [DATE]

[COMPANY REGISTERED ADDRESS / COMPANY NUMBER]

**TAX VOUCHER**

**[COMPANY NAME]**

Dividend for the year ended [COMPANY'S YEAR END DATE] payable to shareholders registered at the close of business on [DATE OF PAYMENT].

Shareholder: [SHAREHOLDER'S NAME]

|  |  |  |
| --- | --- | --- |
| No. Ordinary Shares | Dividend Rate | Dividend Payable |
| 100 | £90 | £9,000 |

——————————

[DIRECTOR] + [DATE]

*Keep this voucher in a safe place.*

[COMPANY REGISTERED ADDRESS / COMPANY NUMBER]