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|   | COMPANY NAME LIMITEDCompany number: Company registration numberRegistered office address: Address line 1, Address line 2, Town, County, Postcode |   |

 **MINUTES OF MEETING OF THE DIRECTORS**

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| **Date held:** |   | Date |
|   |   |   |
| **Held at:** |   | Address line 1 |
|   |   | Address line 2 |
|   |   | Town |
|   |   | County |
|   |   | Postcode |
|   |   |   |
| **Present:** |   | Officer Name 1 (Director) |
|   |   | Officer Name 2 (Director) |
|   |   | Officer Name 3 (Director) |

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| **1.  NOTICE AND QUORUM** |
| The chairperson reported that sufficient notice of the meeting had been given to all the directors, and as a quorum was present declared the meeting open. |

**2. REMOVAL OF ALTERNATE DIRECTOR**

There was produced to the meeting a letter from Name of appointing director, notifying the board that the appointment of Name of alternate director as their alternate director be revoked with effect from Date.

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| **3.  FILING**It was resolved that form TM01 be filed with Companies House and the Register of Directors be updated as appropriate. |
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| **4.  CLOSE** |
| There being no further business the meeting was closed. |

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| Signed: |   |   |

|  |  |  |
| --- | --- | --- |
| Dated: |   |   |