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

**SHAREHOLDERS' RESOLUTION**

**Passed on Date of meeting**

At a general meeting of Company Name Limited (“the Company”), held at [Location of meeting] Address line 1, Address line 2, Town, County, Postcode on Date of meeting, the following ordinary resolution was duly passed:

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| **ORDINARY RESOLUTION** |
| That 1,234 [Total number of shares to be reclassified] Share class name [Name of share class being reclassified] £X.XX [Nominal value per share of share class being reclassified] shares, be and are hereby reclassified as 1,234 [Total number of shares after conversion] Share class name [Name of existing share class the shares are being converted into] £X.XX [Nominal value per share of reclassified share class] shares. |
|  |
| That any two directors be authorised to issue new share certificates, signed by them on behalf of the Company, and cancel old share certificates as required to reflect the share reclassification. |
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| That form SH08 together with a copy of the resolution be filed with Companies House within one month, and the register of members updated to reflect the share reclassification. |

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| Signed: |  |  |

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| Dated: |  |  |