**BOARD MEETING MINUTES**

**COMPANY NAME & NUMBER:**

**MEETING HELD AT:**

**MEETING DATE:**

**[MEETING ATTENDEES: ENTER NAME OF MEETING ATTENDEES HERE]**

It was resolved in the meeting of the Director(s) of **ABC Limited** in the presence of the above-mentioned meeting attendees that the Company has decided to pay an interim dividend of **£xx** on its Ordinary £1 shares in respect of the year ended [Company Year-End date] to its registered stakeholders on [Payment Date].

There is no further business, hence the meeting was closed.

Signed By

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[Name of Chairman / Sole Director]

[Company Name, Registered address, and Number]

[Date]

**DIVIDEND TAX VOUCHER**

**COMPANY NAME & NUMBER:**

**DIVIDEND TYPE: INTERIM DIVIDEND**

**DIVIDEND PAYMENT DATE:**

An interim dividend of £x per £1 ordinary share for the year ended [year-ended date] to be paid to the shareholder registered at the close of business on [date].

**Name of the Shareholder/Dividend Recipient**: [name of the recipient]

|  |  |  |
| --- | --- | --- |
| No. of Ordinary Shares | Dividend Rate | Total Dividend Payable |
|  |  |  |

Signed By

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[Name of Chairman / Sole Director]

[Company Name, Registered address, and Number]

[Date]