

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

[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

[Name of Chairman / Sole Director]

[Company Name, Registered address, and Number]

[Date]