Board Resolution

Ashford Business Services Ltd

This resolution was passed by the board of directors of **Ashford Business Services Ltd** at a meeting held on **9 November 2026** at **Meeting venue**, or by written resolution circulated to all directors on **9 November 2026**. It records the decision made, the vote taken, and the date from which the decision takes effect.

Resolution details

Item	Detail
Company name	**Ashford Business Services Ltd**
Company registration number	**Company registration number**
Resolution number	**Resolution number, e.g. RES-2026-014**
Date of meeting or circulation	**9 November 2026**
Meeting venue	**Meeting venue**
Chair of the meeting	**Sarah Mitchell**
Company secretary	**James Patel**
Effective date	**9 November 2026**

Directors present

Director name	Role	Present
Helen Morris	**Office Manager**	**Yes**
Helen Morris	**Office Manager**	**Yes**
Helen Morris	**Office Manager**	**Yes**
Helen Morris	**Office Manager**	**Yes**

Quorum: **001** directors were present. A quorum of **Five directors** directors is required under the **Governing document, e.g. articles of association**, and the meeting was quorate.

Resolution

The board considered the proposal set out below and resolved as follows.

Ashford Business Services Ltd

Resolution 1

IT IS RESOLVED THAT **Resolution wording, e.g. the company approves the appointment of a new supplier for office services**.

Item	Detail
Proposed by	**David Okafor**
Seconded by	**Emma Clarke**
Votes in favour	**001**
Votes against	**001**
Abstentions	**001**
Result	**Carried / Not carried**

Resolution 2

IT IS RESOLVED THAT **Second resolution wording, e.g. the company secretary is authorised to sign the agreement described in the supporting paper as agreed at the meeting**.

Item	Detail
Proposed by	**David Okafor**
Seconded by	**Emma Clarke**
Votes in favour	**001**
Votes against	**001**
Abstentions	**001**
Result	**Carried / Not carried**

Delete Resolution 2 above if only one resolution is needed, or add further numbered resolutions in the same format.

Actions arising

Action	Owner	Due date
Action, e.g. sign the agreement as agreed at the meeting.	**Michael Davies**	**23 November 2026**
Action, e.g. notify the supplier as agreed at the meeting.	**Michael Davies**	**23 November 2026**
9 November 2026	**Michael Davies**	**23 November 2026**

Ashford Business Services Ltd

Certification

I certify that this is a true record of the resolution passed by the board of directors of **Ashford Business Services Ltd** on **9 November 2026**, and that the resolution remains in force on **9 November 2026** unless stated otherwise in this document.

Signatures

Name	Role	Signature	Date
Sarah Mitchell	**Office Manager**		**9 November 2026**
James Patel	**Office Manager**		**9 November 2026**
Helen Morris	**Office Manager**		**9 November 2026**