[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Board Resolution

[Company name] **This resolution was passed by the board of directors of** [Company name] **at a meeting held on** [Meeting date] **at** [Meeting venue]**, or by written resolution circulated to all directors on** [Circulation date]**. It records the decision made, the vote taken, and the date from which the decision takes effect.**

Resolution details: Company name: _____ **Company registration number:** _____

Resolution number: _____ **Date of meeting or circulation:** _____

Meeting venue: _____ **Chair of the meeting:** _____

Company secretary: _____ **Effective date:** _____

Directors present

Director name	Role	Present
[Director name 1]	**[Job title]**	**[Yes / No]**
[Director name 2]	**[Job title]**	**[Yes / No]**
[Director name 3]	**[Job title]**	**[Yes / No]**
[Director name 4]	**[Job title]**	**[Yes / No]**

Quorum: [Number] directors were present. A quorum of [Quorum number] 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.**

Resolution 1 IT IS RESOLVED THAT [Resolution wording, e.g. the company approves the appointment of a new supplier for office services]**.**

Proposed by: _____ **Seconded by:** _____ **Votes in favour:** _____

Votes against: _____ **Abstentions:** _____ **Result:** _____

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]**.**

Proposed by: _____ **Seconded by:** _____ **Votes in favour:** _____

Votes against: _____ **Abstentions:** _____ **Result:** _____

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]	**[Name of owner]**	**[Due date]**
[Action, e.g. notify the supplier]	**[Name of owner]**	**[Due date]**
[Action, e.g. update the company records]	**[Name of owner]**	**[Due date]**

Certification I certify that this is a true record of the resolution passed by the board of directors of [Company name] **on** [Meeting date]**, and that the resolution remains in force on** [Certification date] **unless stated otherwise in this document.**

Signatures

Name	Role	Signature	Date
[Name of chair]	**[Job title]**		**[Date]**
[Name of company secretary]	**[Job title]**		**[Date]**
[Name of director]	**[Job title]**		**[Date]**