[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. Add or remove table rows to fit your needs. 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

Item	Detail
Company name	**[Company name]**
Company registration number	**[Company registration number]**
Resolution number	**[Resolution number, e.g. RES-2026-014]**
Date of meeting or circulation	**[Meeting date]**
Meeting venue	**[Meeting venue]**
Chair of the meeting	**[Name of chair]**
Company secretary	**[Name of company secretary]**
Effective date	**[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.

[Company name]

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	**[Name of proposer]**
Seconded by	**[Name of seconder]**
Votes in favour	**[Number]**
Votes against	**[Number]**
Abstentions	**[Number]**
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]**.

Item	Detail
Proposed by	**[Name of proposer]**
Seconded by	**[Name of seconder]**
Votes in favour	**[Number]**
Votes against	**[Number]**
Abstentions	**[Number]**
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]	**[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]**

[Company name]

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]**