EXAMPLE LTD

Company number 12345678
1 Example Street, London, EC1A 1AA

Minutes of a meeting of the board of directors

Date: 27 November 2026

Present: Alex Morgan (Director, in the chair)

1. Quorum. The chair noted that a quorum was present and that the meeting was properly convened.

2. Accounts. The director considered management accounts of the company made up to 27 November 2026, prepared from the company's accounting records, showing profits available for distribution of £30,080.00 after provision for corporation tax.

3. Resolution. IT WAS RESOLVED that an interim dividend of £30.00 per ordinary share, totalling £3,000.00, be declared on the 100 ordinary shares in issue, payable on 27 November 2026 to shareholders on the register at the close of business on that date.

4. Lawfulness. The director confirmed that, having regard to the accounts referred to above and the requirements of Part 23 of the Companies Act 2006, the company has sufficient distributable profits to pay the dividend.

5. Close. There being no further business, the meeting was closed.

Signed _____ (Chair)

Alex Morgan

DIVIDEND VOUCHER

Example Ltd
Company number 12345678
1 Example Street, London, EC1A 1AA

Shareholder	Alex Morgan
Address	—
Date of payment	27 November 2026
Shares held	100 ordinary shares
Dividend per share	£30.00
Dividend paid	£3,000.00
Type	Interim dividend for the year

This voucher should be kept with your tax records. Signed for and on behalf of Example Ltd:

Signed _____ (Director)

Alex Morgan

Prepared by Dividend Box from the company's Xero records. The director is responsible for checking these documents before signing.