

! DOWNLOAD TO EDIT !

Your Company Name

Address – line 1

Address – line 2

Address – line 3

Address – line 4

DIVIDEND VOUCHER

Dividend for the period ended {period end date} payable to holders registered on {date of meeting}. Date of payment {date of payment}.

Holding: {number of shares held by shareholder} Ordinary Shares

Dividend Rate: £{amount} per share

Dividend Payable: £{amount = number of shares x dividend rate}

This voucher should be kept. It will be accepted by HM Revenue & Customs as evidence of a dividend payment.

.....
Director

{Name and address of recipient}

Your Company Name

Address – line 1

Address – line 2

Address – line 3

Address – line 4

MINUTES OF A MEETING

HELD AT: Head Office

ON: {date of meeting}

PRESENT: {Directors name} (Director)
{Secretary name} (Company Secretary- not required)

(Director) {Directors name} took the Chair.

It was resolved that a dividend of £ {amount} per Ordinary Share in respect of the period ended {period end date} be paid forthwith to those shareholders registered at the close of business on {date of payment}.

The Company Secretary was instructed to prepare the necessary Minutes and distribute dividend vouchers to all the shareholders.

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

(name): {Directors name}
Director

(Name): {Secretary name}
Company Secretary

Date: {date of meeting}