

**Your Company Name**

**Address – line 1**

**Address – line 2**

**Address – line 3**

**Address – line 4**

## **TAX VOUCHER**

Dividend for the year ended {your company year 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}

Tax Credit: £ {tax credit amount = dividend paid / 9}

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

.....  
Company Secretary

{Name and address of recipient}

**Your Company Name**

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MINUTES OF A MEETING

HELD AT: Head Office

ON: {date of meeting}

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PRESENT: {Directors name} (Director)  
{Secretary name} (Company Secretary)

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(Director) {Directors name} took the Chair.

It was resolved that a dividend of £{amount} per Ordinary Share in respect of the year ended {your company year 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 tax 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}