**Scheme name**

Extract from the Minutes of a Meeting of the Board of Directors of the Company held on

Present :

# DIRECTORS

## Quorum

The Chair noted that:

* 1. the Meeting had been properly convened and a quorum was present; and
  2. no Director at the Meeting was for any reason disqualified from voting at the Meeting or forming part of the quorum.

## Business of the Company

* 1. The Chair reminded the Meeting that the Board had recently concluded that the Company had paid a pension contribution to the **SCHEME NAME** (“the Scheme”) of AMOUNT

# The Company had appointed Pension Practitioner .Com Limited to act as their agent and under guidance given by Pension Practitioner .Com (“the Practitioner”) advised the Company regarding how the payment should be applied.

## The Board noted that:

The Company acting in their capacities had executed an amending trust deed and rules; which created a general account to meet future pension liabilities that may fall due.

## It was resolved that:

3.1 The Company’s contribution of AMOUNT would be allocated on the following basis:

AMOUNT would be allocated to the general account of the Scheme pursuant to the governing trust deed and rules, until such time that the Company directed the Practitioner how the payment should be applied to the members accounts.

## Close

There being no further business, the Chair declared the Meeting closed.

..................................................... Chair