

Company no: 01779841
Olympus Windows Limited



Minutes of a meeting of the **board of directors** of Olympus Windows Limited (the "**Company**") held at 97 Burley Road, Bransgore, Christchurch, BH23 8BA on 19 April 2021.

Present: George Baylis in the Chair and Director
Rosemary Baylis Director

1. **Preliminary**

- 1.1 The chairman reported that a quorum was present in accordance with the Company's articles of association and declared the meeting open.
- 1.2 The chairman reported that the purpose of the meeting was to consider and, if thought fit, to approve various matters relating to the adoption of new Articles of Association by the Company.

2. **New articles of association**

- 2.1 There was produced to the meeting draft regulations to be adopted by the Company (the "**New Articles**") in substitution for its existing articles of association.
- 2.2 **It was resolved** that the New Articles be and they are approved for submission to the shareholders of the Company for their approval.
- 2.3 There was produced to the meeting a draft written special resolution of the shareholders of the Company (the "**Written Resolution**") for the purposes of adopting the New Articles.
- 2.4 After due and careful consideration, **it was resolved** that the Written Resolution be and is approved and that any director of the Company be and is authorised to circulate them to the eligible members of the Company.
- 2.5 The meeting was briefly adjourned and, upon its resumption, it was noted that the Written Resolutions had been duly passed by the eligible members of the Company.

3. **Filing**

It was resolved that any director be and is instructed to file the appropriate returns and forms with the Registrar of Companies in connection with the above matters and to update the Company's statutory books as appropriate.

4. **Close**

There being no further business the meeting then closed.

Chairman