**Company Name**

**Company Number 123456**

**Agenda for the First Meeting of the Board of Directors**

**To Be Held:**

**Date:**

**Time:**

**Venue:**

Invitees: All directors, AN Other as an independent advisor. Chairperson:

Minutes to be taken by:

1. **Introductions, apologies and quorum.**
2. **Appointment of Chairperson.**
3. **Company Formation**
4. **Registered Office**
5. **Directors**
6. **Accountants & Auditors**
7. **Accounting Reference Date**
8. **Bank**

Sample Agenda First Board Meeting

1. **Share Capital** (only if you have incorporated a company limited by shares)



1. **Register of People with Significant Control** (Insure all People with Significant Control are registered on the form. Example of the can be found – (web link to the form)
2. **Trading Entity**
3. **HMRC Registration**
4. **Declaration of Interest** (Complete Register of Declaration of Interest as appropriate. Example of the form can be found – (web link to the form)
5. **Any other Business**
6. **Next Meeting**
7. **Close**