Company Number: [xxxxxxxx]

PRIVATE COMPANY LIMITED BY SHARES

WRITTEN RESOLUTIONS

of

company xyz Ltd

(Company)

xx.xx.2020

Pursuant to the Companies Act 2006, the Company’s’ directors propose that the following resolution be passed as an ordinary resolution respectively (Resolutions)

**ORDINARY RESOLUTION**

Pursuant to the provisions issued by HMRC regarding Directors duties under the Companies Act. Such duties being distinct from their duties as an employee of the company.

It is agreed by the shareholder(s) that the following director’s employment duties are furloughed from [xx.xx.2020] until further notice:

Mr A xxxxxxxx

Mrs A xxxxxxxx

During this period of furloughing these Directors will continue to be reimbursed via the company’s payroll at a salary of [£719.00] per month.

**AGREEMENT**

Please read the notes at the end of this document before signing your agreement to the Resolution.

The undersigned, being the persons entitled to vote on the Resolutions on the above date, here by irrevocably agree to the Resolutions:

Signed by **SHAREHOLDER 1**

**Date:**

Signed by **SHAREHOLDER 2**

**Date:**

**NOTES**

1. If you agree with the Resolution, please indicate your agreement by signing and dating this document where indicated.

If you do not agree to the Resolution, you do not need to do anything: you will not be deemed to agree if you fail to sign

1. Once you have indicated your agreement to the Resolutions, you may not revoke your agreement.
2. Unless, by the falling 28 days after the circulation date, the sufficient agreement has been received for the Resolution to pass, they will lapse.