

Creating Minutes for Dividends

- Select a Company (**Company** ► **Select a Company** ► Select Company from drop down menu)
- Go to **Documents** on the top bar.
- **Dividend Distribution** ► **Dividend Minute/Resolution**
- Select a distribution (by ticking one of the boxes on the left)
- Click **Go to Meeting Details**
- Select one of the three Documents choices:
 - Directors Meeting - Interim Dividend
 - Directors Resolution - Interim Dividend
 - Members General Meeting - Final Dividend

- Click **Next**
- Select Date of Meeting
- Select a Meeting Location
- Click **Next**
- You will be presented with two tables
 - Directors Present at this Meeting
 - Apologies for Absence

- Tick and Untick where applicable.
- Select the Chairperson
- Tick any other members in attendance
- Click **Next**
- Fill in Directors Interests where applicable (if any have any conflict of interest with the dividends)
- Click **Next** ► **Make the Document**
- Then **Click Here** to view minutes
- You can now send this document to the chairperson to sign