

YOUR COMPANY LOGO

Dividend Voucher / Counterfoil

Director's Meeting held on:

Company:

Directors Attending:

Address of meeting:

The meeting held on the above date was attended by Directors of the Company to resolve the availability of distributable profits. It was proposed and resolved to confirm the payments to the shareholders of the company in the proportion of their individual shareholdings.

The Net company dividends of _____ distributed are:

The shareholders were advised of these amounts and cheques paid/drawn accordingly.

There being no further business, the meeting was closed.

Director's Signature

Date

Tax Voucher

Company name:

Interim Dividend for the year ended _____ payable to shareholders at the close of business on _____

Shareholder full name:

[INSERT TYPE OF SHARES]	Dividend rate	Dividend payable
[INSERT NUMBER OF SHARES]	[INSERT DIVIDEND RATE]	[INSERT DIVIDEND PAYABLE]

Director's Signature

Date

Keep this voucher as a record for HMRC

Company registered address:

Company number: