

Creating Minutes for Dividends

To create a minute for a dividend, firstly select your desired company and then go to:

- **Documents > 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

After the chairperson has signed and sent back the minute you may want to replace the unsigned minute located in the Cloud Library. To do this go to

- **Documents > Cloud Library**
- Select the desired minutes by clicking the green pencil to the left of the screen
- Click **Upload a replacement**
- Click **Choose File**
- Select the signed minute and upload