

CORONAVIRUS

GUIDANCE FROM THE LOWTAX GROUP

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BOARD MEETING MINUTES

Name of Company:

Company Registration number:

Date:

Present:

The Director(s) met to discuss the Corona Covid-19 Pandemic and the effect of the Government Actions regarding restrictions on movement and closure of workplaces.

The Director(s) note that the *business is unable to trade / has reduced or restricted trade / severe decline in turnover / supply chain broken / employee(s) unable to travel to work / work inside etc. (edit as applicable)* whilst the lock-down is in place and have therefore Furloughed the following Directors and employees as per The Corona Virus Job Retention Scheme from 1 March (as applicable) 2020.

(See list attached to this Board Minute or detail name and employee reference number below)

Signed: Secretary / Chairman of the Board / Director (as applicable)