Dividend voucher template

UK Companies Act 2006 requires a written dividend voucher for every dividend paid. Issue one per shareholder per dividend payment. Keep with company records for at least 6 years.

Company name	[Your Company Ltd]
Company number	[12345678]
Registered office	[Address line 1, Postcode]
Date of dividend declaration	[DD MMM YYYY]
Date of payment	[DD MMM YYYY]
Shareholder name	[Full legal name]
Shareholder address	[Address line 1, Postcode]
Class of shares held	[e.g. Ordinary £1 shares]
Number of shares held	[e.g. 100]
Dividend per share	[£0.00]
Total dividend amount	[£0.00]

Declaration

The directors of [Your Company Ltd] confirm that this dividend has been declared from distributable reserves available at the date of declaration above. The dividend is paid in proportion to the shareholdings shown.

Signed (director): _____ Date: _____

Dividends must be paid from distributable reserves (accumulated realised profits less losses and previous distributions). A dividend paid without sufficient reserves is unlawful and recoverable from the shareholders.

Free template, share freely. Not personal tax advice.