# Dividend voucher template for limited companies

## Dividend voucher

| | |
|---|---|
| **Company name** | [Company name] Limited |
| **Company number** | [Company number] |
| **Registered office** | [Registered office address] |
| **Voucher number** | [Voucher number] |
| **Date of payment** | [Date] |
| **Shareholder** | [Shareholder full name] |
| **Shareholder address** | [Shareholder address] |
| **Shares held** | [Number] [class, e.g. Ordinary] shares of [nominal value] each |
| **Dividend per share** | [Amount per share] |
| **Total dividend paid** | [Total amount] |

The directors declared this [interim/final] dividend for the financial year ending [year end date] at a meeting held on [meeting date].

Signed: [Signature]

Name: [Director or company secretary name]

Date: [Date]

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Guidance and the latest version: https://www.countify.co.uk/resources/templates/dividend-voucher