

[Print on Employer's Letterhead and Registered Address]

Companies House
Crown Way
Cardiff
CF14 3UZ

<<Date>>

Dear Sir / Madam,

The Board of Directors has instructed me to advise you that the following be filed with you:

1. Shareholders' special resolution to amend the new articles of association
2. New articles of association

Thank you for your attention in this matter.

Yours faithfully,

Signed

<<Name and Title>>

For and on behalf of <<Company Name>>

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