

*[Print on Letterhead or insert name of Company, Place of Registration and*

Companies House  
Crown Way  
Cardiff  
CF14 3UZ

<<Date>>

Dear Sir / Madam,

**Election to keep Register of Members at Companies House**

In accordance with section 128B of the Companies Act 2006, the Company has elected to keep its Register of Members on the central register at Companies House.

We confirm that a notice was sent to the Company on <<insert date>> and all members of the Company have assented to this election.

[All overseas branch registers have been closed and all entries in them transferred to the Company's register of members in accordance with section 35 of the Companies Act 2006 as of today's date.]<sup>1</sup>

We confirm that all information that we have received in the Company's register of members is current as of today's date. We further confirm that we shall update this information in the Register of Members as soon as we receive any details in the statement in Annex 1 to this notice. We further confirm that before the election takes effect should the Company elect to keep its Register of Members at Companies House, all changes shall be notified to you and "relevant information" as defined in section 128E (3) of the Companies Act 2006 shall be delivered to you as required.

We should be grateful if you would confirm to us that you have received this notice and that our Register of Members will be kept at Companies House.

Thank you for your attention in this matter.

Yours faithfully,

<< Company Secretary Name >>  
For and on behalf of <<Company Name>>

<sup>1</sup> Whilst not relevant to most companies, any company that has overseas branch registers must discontinue those registers and transfer those entries to the company's register.

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Name <sup>2</sup>	Address	Date of entry as shareholder	No. of shares	No. of share certificate	Class of share <sup>3</sup>	Amount paid or agreed to be considered as paid

<sup>2</sup> Joint holders of shares must state the names of all joint holders, but only one address should be listed.  
<sup>3</sup> This is only relevant where a company has more than one class of shares.

Joint holders are regarded as a single member,