

[<<Insert Company Name>> the "Company")

<<Insert Date>>

Dear Sirs,

Proposed Written Resolution to Amend the Company's Articles of Association

The Company proposes to replace the existing articles of association with new articles. Pursuant to Chapter 2 of Part 13 of the Companies Act 2006, the directors propose that the resolution to replace the Company's articles of association be passed by a simple majority resolution.

In accordance with section 502(1) of the Companies Act 2006, I enclose a copy of the written resolution [and all accompanying documents] for the consideration of the eligible members of the Company on <<Insert Date>>.

I also enclose a note explaining the proposed amendments to the articles of association and a copy of the amended articles of association.

Please let me know if you have any queries.

Yours faithfully,

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For and on behalf of¹:
<<Insert Company Name Limited>>

¹ The notice should be signed by the director or secretary of the Company.