

<<Insert name of Company>> (the Company)

To:

<<insert name of Member & address>>

<<Date>>

Dear <<insert name of Member>>

**Location of Directors' Service Contracts**

The Company employs <<Director's Name>> and <<Director's Name>>] as [an] employee[s] of the Company.

In accordance with section 228 of the Companies Act 2006, a company must keep available for inspection by its members, a copy of the directors' service contracts.

[This is/These are] available for inspection at the Company's registered office]<sup>1</sup>.

Please let me know if you have any queries.

Yours faithfully,

.....  
For and on behalf of<sup>2</sup>:  
<<Insert Company Name Limited>>

<sup>1</sup> Most companies will keep their registers at their registered office. The Companies Act 2006 allows registers to be kept at a Single Alternative Inspection Location (SAIL). If a company uses a SAIL, then Companies House should be informed using form AD02. Note all registers must be kept at one location.

<sup>2</sup> The notice should be signed by the director or secretary.