

<<INSERT COMPANY NAME
OFFICE>>

Companies House
Crown Way
Cardiff
CF14 3UZ

<<INSERT DATE>>

Dear Sir / Madam,

In relation to the purchase of s
FULL>>, registration number <
pursuant to an employees' sha
the following documents be file

REGISTRATION AND REGISTERED

<COMPANY NAME IN
> for the purposes of or
Directors has instructed that

1. Copy of Special Resolu
2. Copy of Solvency State
3. Statement of Capital;
4. Statement by the Direc

5) of the Companies Act

Thank you for your attention in

Yours faithfully,

Signed

<< Company Secretary Name

Company Secretary