

[Print on reverse side of document] [Print on reverse side of document]

To: The Directors
<<Company Name>> Limited
<<Registered Office Address>>

<<Date>>

Dear Sirs

I, <<Name of person resigning>>, do hereby resign from the office of secretary of the Company [and of its subsidiary companies] with effect from [the date of the conclusion of the board meeting at which this letter is considered by the directors]

I acknowledge that I have no claim for compensation or otherwise against any of the Company's [or its subsidiary companies'] officers or employees in respect of the termination of my office. I irrevocably waive such claim and the Company's [and its subsidiary companies'] employees from any liability in respect thereof.

I hereby resign from the office of secretary of the Company [and of its subsidiary companies] with effect from [the date of the conclusion of the board meeting at which this letter is considered by the directors]

I acknowledge that I have no claim for compensation or otherwise against any of the Company's [or its subsidiary companies'] officers or employees in respect of the termination of my office. I irrevocably waive such claim and the Company's [and its subsidiary companies'] employees from any liability in respect thereof.

SIGNED and DELIVERED as a Director by <<Name of person resigning>> in the presence of:

Witness Signature:

Witness Name:

Address:

Occupation:

[Signature of Secretary]