

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

<< insert date>>

[By post/email]

Dear << insert name of PSC/RLE>>

Election to keep Register of Directors' Names and Details (PSC Register) at Companies House

We refer to our notice to you dated << insert date>> regarding our proposed election to keep the Register at Companies House. Therefore, please be aware that as of << insert date>> the central register at Companies House will be kept on the central register at Companies House.

Yours faithfully,

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For and on behalf of:

<<Insert Company Name Limited>>