

**Notice regarding election to keep its Register of Members at Companies House**

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

<<Date>>

[By post/email]

Dear <<Name of Member>>,

**Statutory Notice: Election to keep its Register of Members at Companies House**

In accordance with section 128B of the Companies Act 2006, the Company is proposing to make an election to keep its Register of Members at Companies House going forward.

As a member of the Company, we are proposing to elect that we wish to elect to hold the Company's Register of Members at Companies House and we are required to seek your assent to this.

We should therefore be grateful if you could return the attached Assent Form<sup>1</sup> by <<Insert Date>><sup>2</sup> confirming your assent. Should you wish to object, we should be grateful if you would notify us by <<Insert Date>>.

Yours faithfully,

.....  
For and on behalf of:

<<Insert Company Name Limited>>

<sup>1</sup> The Assent Form is included within our pack and should be included with this letter when sent to you.

<sup>2</sup> The legislation does not set a time limit on meetings, however for administrative purposes most companies will wish to put a reasonable time limit.