

To:

<<Insert Company Name Limited>

<<Insert Company's Address>>

[<<Insert Company's email address>>]

By post/email

<<Insert Date>>

Dear <<Insert Name of Company>> ,

Election to keep Register of Members in hard copy form

[I/We]¹ refer to your notice to [me/us] <> regarding the Company's wish to keep its register of members in hard copy form going forward. In accordance with section 128B (2)(a) of the Companies Act 2006, I/we confirm that [I/we] assent to this election.

Yours faithfully,

<<insert Name(s) of Member(s)>>

¹ Joint holders of shares are regarded as a single person for the purposes of this election and therefore the joint holders should be sent to both of the joint