

[Print on Letterhead or insert name of Company, Place of Registration and

Companies House
Crown Way
Cardiff
CF14 3UZ

<<Date>>

Dear Sir / Madam,

Election to keep Register of Secretaries at Companies House

In accordance with section 279A of the Companies Act 2006 the Company has elected to keep its Register of Secretaries on the central Register at Companies House.

We shall notify you of any changes to the Register of Secretaries in accordance with section 279D (2) of the Companies Act 2006 which shall be done as soon as reasonably practicable in accordance with section 279D (3) of the Companies Act 2006.

We should be grateful if you would confirm in writing that you have received this notice and that our Register of Secretaries will be kept at Companies House.

Thank you for your attention in this matter.

Yours faithfully,

<< Company Secretary Name >>
For and on behalf of <<Company Name >>

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