

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

<<Insert Date>>

[By post/email]

Dear <<Insert Name of Shareholder>>

Consent to Abridged Accounts: <<Insert Relevant Period>>

Section 444(2A) Companies Act 2006, (Accounts of Small Companies and Groups) Regulations 2015

We are writing to inform you that <<Insert Company Name>> is a small company (as defined in section 444(2A) of the Companies Act 2006) and has the option to prepare and file abridged accounts.

The Company, which qualifies as a small company under the Companies Act 2006, wishes to utilise this option for the financial year ending <<Insert Date of Preceding Financial Year>>. In order to do this, we must obtain your shareholder consent.

Abridged accounts are simplified accounts consisting of an abridged balance sheet and an abridged profit and loss account. They are prepared in accordance with paragraphs 1A to 1C of Part 1 of the Companies and Groups (Accounts and Directors' Report) Regulations 2015. Abridged accounts contain a subset of the information that is included in a full set of accounts. Further information on the differences between abridged accounts and full accounts is available from the Company Secretary.

On receipt of unanimous shareholder consent, the Company will not receive full accounts for the financial year ended <<Insert Date of Preceding Financial Year>> and instead you will receive abridged accounts.

In order for us to deliver the required accounts to the Registrar at Companies House, we should be grateful if you would sign and return this letter confirming your consent to this abridgement.

We look forward to hearing from you.

Yours faithfully,

.....
For and on behalf of²:

<<Insert Company Name Limited>>

¹ An abridged profit and loss account discloses the turnover and cost of sales) and there are a reduced number of required notes to the accounts.

² The notice should be signed by a director or secretary.