

<<Insert Company Name>> (the Company)

<<Insert Date>>

Dear <<Insert Name of Director>>

Section 169 Companies Act 2006

Copy of proposed resolution to be considered at the next General Meeting of the Company

Pursuant to sections 168 and 312 of the Companies Act 2006, the Company has received from you a written resolution, signed by you, as a director of the Company. In accordance with section 169(4) of the Companies Act 2006, we are sending you a copy of the notice (enclosed with this letter).

The resolution will be heard at the next General Meeting (GM) of the Company, which has been convened for <<Insert Date>> (a copy of the notice of the GM meeting also enclosed)].

In accordance with section 169(2) of the Companies Act 2006, you are entitled to be heard on the resolution at the meeting and to make representations to the Company. If you wish these representations to be read out at the meeting, please make sure that they are of a reasonable length and are received by us no later than <<Insert Date>>.

In accordance with section 169(4) of the Companies Act 2006, if a copy of the representations is not sent to the members as stated in the notice, because of our default, you have the right to require the representations be read out at the GM (notwithstanding your right to be heard orally at the GM).

Yours faithfully,

.....
For and on behalf of¹:
<<Insert Company Name Limited>>

¹ The notice should be signed by a director or secretary of the Company.