

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

<<Insert Date>>

Dear Sirs,

EITHER

[Proposed Written Resolution to Change Company Name]

The Company proposes to change its name to <<Insert Name>> Limited. Pursuant to Chapter 2 of Part 13 of the Companies Act 2006, the directors of the Company have passed a written resolution.

In accordance with section 502(1) of the Companies Act 2006, we enclose a copy of the written resolution [and all accompanying documents] to <<Insert Name>> Limited on <<Insert Date>>.

OR

[Notice of General Meeting to Change Company Name]

The Company proposes to change its name to <<Insert Name>> Limited.

In accordance with section 502(2) of the Companies Act 2006, we enclose a copy of the notice of general meeting to be held at <<Insert Time>> at <<Time>> am/pm, [and all accompanying documents], to <<Insert Name>> Limited to change the Company's name.]

Please let us know if you have any queries.

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.

S
A
M
P
L
E