

<<INSERT COMPANY NAME  
OFFICE>>

Companies House  
Crown Way  
Cardiff  
CF14 3UZ

<<INSERT DATE>>

Dear Sir / Madam,

In relation to the redenomination  
FULL>>, registration number <  
Director[s] has instructed that  
accordance with section 622 of

REGISTRATION AND REGISTERED

<<COMPANY NAME IN  
>, the [Board of] [Sole]  
be filed with you in  
6:

- the Ordinary Resolution
- the Notice and Statement

4 (Section 625)).

Thank you for your attention in

Yours faithfully,

Signed

<< Company Secretary Name

Company Secretary/Director<sup>1</sup>

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<sup>1</sup> Delete as applicable