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To the Directors of:

[<<insert name of Company>>] Limited

[<<insert registered address>>]

<<insert date>><sup>1</sup>

Dear Sirs,

**Right of members to require audit pursuant to the Companies Act 2006**

**Financial Year 20[●]<sup>2</sup>**

We understand that the Company is not required to obtain an audit of its accounts in accordance with section 475 of the Companies Act 2006 as the Company specifically is exempt under section 477 of the Companies Act 2006 relating to small companies.

As [a] member[s]<sup>4</sup> of the Company, [I/we] request that you provide an audit of the nominal value of the Company's issued share capital, [I/we] request that you provide an audit of its accounts for the financial year 20[●].

Yours faithfully,

.....

**[Name(s) of Shareholder(s)]**

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<sup>1</sup> This request must arrive at least one month before the end of the financial year to which the audit being requested relates.

<sup>2</sup> The notice may not be given before the financial year has ended.

<sup>3</sup> Section 475 of the Companies Act 2006 lists the exemptions from the requirement to audit their accounts. It is most likely that a SME business using this template will fall under the section 477 exemption for small companies. Customers will need to check that their company meets the requirements for this exemption.

<sup>4</sup> This notice can be given by an individual shareholder or by a group of shareholders.

<sup>5</sup> The shareholder or shareholders giving the notice must hold at least 1% of the value of the company's issued share capital or any class of it.