

<<Insert name of Company>> (the Company)

To:

<<insert name of company secretary>>

<<Date>>

Dear <<insert name of company secretary>>

**Corporate Insolvency and Governance Act) and The Companies etc. (Filing Requirements) (Temporary Modifications) Regulations 2020 (the Regulations)**

In accordance with the Act and Regulations, the Company have agreed to take advantage of certain temporary corporate law changes to company law introduced in light of the COVID-19 pandemic.

Changes relate to:

1. The holding of any general meeting [including any adjourned general meeting] between 26<sup>th</sup> March 2020 and 30<sup>th</sup> September 2020 (the Relevant Period) the meeting, notwithstanding anything to the contrary in the Company's Articles of Association:
  - does not need to be held in person;
  - can be held without any notice being given;
  - can be held and votes taken by electronic means, and
  - confers no right on members to demand a meeting in person.
2. Companies House filings, including annual accounts and other key filings, and event-driven filings including those relating to a company's registered office.

In light of this, the Directors require you to ensure that all notices and documents relating to any general meeting [including the adjourned general meeting] that the Company holds during the Relevant Period are filed in accordance with the Regulations in order to take advantage of the increased flexibility provided by the Regulations in relation to the filing of <<insert relevant name>> Companies House as set out in the Regulations.

Yours faithfully,

<< insert relevant name >>

[For and on behalf of <<Company Director>>]