

Company number >>> Registration No.>>

PRIVATE >>> SHARES

<<COMPANY NAME>> (“Company”)

<< Circulation Date (Date Of Board Meeting)>>

Pursuant to Chapter 2 of Part 13 of the Companies Act 2006, the directors of the Company propose that the following resolution is passed:

### SPECIAL RESOLUTION

That the share premium account of the Company be reduced by £<<amount>> from £<<amount>> to £<<amount>> and the sum so reduced be [credited to a reserve] [repaid to <<name(s) of shareholders>>] **OR** [cancelled and the sum so cancelled added to a reserve] [repaid to <<name(s) of shareholders>>].

### AGREEMENT

Please read the notes at the end of this document before signing your agreement to the Resolution.

The undersigned, a person entitled to attend and vote at the Meeting) >>, hereby irrevocably agrees to the Resolution on << Circulation Date (Date Of Board Meeting)>>

Signed by <<Name of member>>

Date

## NOTES

1. If you agree to the Resolution, please sign and date this document where indicated above and return it to << Address >> or by email to << Email Address >> for the attention of << Name >>.

You may not return the Resolution to us by any other method.

If you do not agree to the Resolution, please do not sign anything: you will not be deemed to agree if you fail to reply.

2. Once you have indicated your agreement, you may not revoke your agreement.

3. Unless, by << Date 28 Days After Completion of the Resolution to pass, it will lapse. If your agreement reaches us before or on the

ent by signing and dating this Resolution either by hand or by post to << Address >> or by email to << Email Address >> or by fax to << Fax Number >>, in each case marked

er method.

anything: you will not be deemed to

you may not revoke your

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