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To: All of the trustees of <<Insert f  
<<Insert date>> (circulation date)

Dear trustees,

<<Insert full name of the CIO>>

In accordance with Clause [13]<sup>1</sup>  
following decisions, approvals, au  
as written Resolutions of the Char

ution, I hereby propose that the  
ons (the **Resolutions**) be passed

[Inse on(s)]

[In addition:

1. It is proposed that the fol  
are attached, be approved
  - <<Insert document
  - <<Insert document
  - <<Insert document

**Documents**), final drafts of which  
s of a written Resolution:

2. It is proposed that <<inse  
delegates of the trustees  
authorised, by means of  
Documents on the Char  
constitution), including exe  
action on behalf of the  
appropriate in connection  
execution of any ancillary  
variations of the Document

d <<insert name of trustee>> (as  
of the Charity's constitution) be  
by the trustees, to execute the  
to Clause [21] of the Charity's  
s deeds and taking all such other  
ons may consider necessary or  
such Documents, including the  
reement to minor amendments or

By signing this letter you confirm t

s letter:

- You carefully considered y  
Act 2011 and generally, in  
would be most likely to fur  
in the performance of y  
reasonable in the circumst
- You declared below the n  
Resolutions in accordanc  
constitution:

under Section 221 of the Charities  
n the way you decide in good faith  
Charity, and your duty to exercise,  
stee, such care and skill as is

r interest, direct or indirect, in the  
s of Clause [7] of the Charity's

Name of trustee	extent of interest

<sup>1</sup> Each of the references in this template to a cl  
constitution for a CIO whose only voting memb  
instead in any other form, each Clause number  
reference is to the correct Clause number of th

relevant clause of Simply Docs' model form  
model) CO.CIO.02. If the CIO's constitution is  
and amended as necessary so that each

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As permitted by Clause [13] of the Articles of Association passed [and the Documents and the Charity's trustees:

- it shall only be necessary for the trustees to agree the Resolutions; and
- those other trustees in addition to the trustees who have signed this same copy of this letter.

for the Resolutions to be validly passed [and the Documents and the Charity's trustees:

trustees to agree the Resolutions;

the Resolutions do not have to sign any other copy of it.

By signing and dating this copy of the Resolutions, your approval of and agreement to the execution] and to the above.

that to me as follows, you will confirm the Resolutions [and the Documents and their

The Resolutions should be adopted by the Charity at its principal office at <<insert address>> of the date of circulation of this letter.

this letter delivered by you to the Charity <<insert date which is within 28 days

Yours faithfully,

<<insert name of secretary or relevant trustee>>

<<signature of secretary or relevant trustee>>

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Agreed by: <<insert name of trustee>>

Signature of trustee: .....

Date: .....

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