

[Insert Address of the founding company involved in setting up the

The Registrar of Companies
Companies House
Crown Way
Cardiff
CF14 3UZ

Date <<INSERT DATE>>

Dear Sir / Madam,

We wish <<NAME OF COMPANY>> incorporated as a private charitable
company limited by guarantee subject to the Companies Act 2006.

Enclosed are the duly completed Forms:

- Companies House Form 100
- Memorandum of Association
- Articles of Association

We have elected to adopt modified articles of association.

We also enclose a cheque for the fee of £20.00.

Please send the Certificate of Incorporation to the above address, as soon as possible.

Thank you for your attention.

Yours faithfully,

Signed _____

<<NAME OF CONTACT, E.G. FOR

Encs.