

<<INSERT COMPANY NAME  
OFFICE>>

Companies House  
Crown Way  
Cardiff  
CF14 3UZ

<<INSERT DATE>>

Dear Sir / Madam,

<<COMPANY NAME IN FULL  
Registration number<<COMP

We enclose copies of the follo  
the above company of its own

- (i) Form SH03 Return of F
- (ii) Letter from HMRC con
- (iii) Form SH06 Notice of C

The Special Resolution has pr

Yours faithfully,

Signed

<< Company Secretary Name

Company Secretary

<sup>1</sup>Form SH03 must first be sent elect  
HMRC will then issue a letter confir  
Companies House with Form SH03.S  
further details.

<sup>2</sup> Forms SH03 and SH06 must be file

REGISTRATION AND REGISTERED

ection with the purchase by

duty<sup>1</sup>; and

to you.

ropriate stamp duty to be paid.  
which the company should send to  
Companies House website for

in 28 days of the purchase of shares.