

*[Print on Letterhead or insert details of Company Name, Number, Place of Registration and*

Companies House  
Crown Way  
Cardiff  
CF14 3UZ

<<Date>>

Dear Sir / Madam,

**Notice to withdraw election to keep Register of Secretaries at Companies House**

In accordance with section 279A of the Companies Act 2006, the Company elected to keep the Register of Secretaries at Companies House of <<insert date>>.

We now wish to withdraw this election in accordance with section 279E of the Companies Act 2006 and confirm that as soon as possible, we shall hold our own Register of Secretaries.

We understand our obligations in relation to the Register of Secretaries going forward including maintaining and updating the Register with the obligations as set out in the Companies Act 2006.

Thank you for your attention in this matter.

Yours faithfully,

<< Company Secretary Name >>  
For and on behalf of <<Company Name>>