

<<INSERT COMPANY NAME,  
OFFICE>>

REGISTRATION AND REGISTERED

<< Name of Shareholder >>

<<Address>>

<<Address>>

<<Date>>

Dear << Name of Shareholder >>,

**Proposed Allotment of Shares in >> (the Company): Invitation to  
apply for new shares**

The Company is proposing to make >> of new shares in its capital (the  
Proposed Allotment):

Number of shares to be issued: << >>

Class of shares to be issued: << >>

Share value: << insert par/nominal >>

Issue price per share: << insert issue price >> (this may be the same as  
the par/nominal value or a premium)

As a registered holder of shares in >> before entitled to certain pre-  
emption rights in accordance with >> Companies Act 2006 [and the  
Company's constitution] in respect >> ent, you may choose to apply for  
[<< number >>] [<< all >>]<sup>1</sup> of the >> f £• each>>.

If you wish to apply for shares, please >> at share application letter<sup>2</sup> and  
return it to us with the payment for >> wish to apply for the additional  
shares, you do not need to do any >> automatically lapse by <<insert  
relevant date>><sup>3</sup>.

If an application is not received by >>, you will be considered to have  
waived your right to apply for shares >> then offer the shares to new  
investors.

Yours faithfully,

Signed.....  
<<Director/Secretary>>

<sup>1</sup> When pre-emption rights exist over shares,  
present shareholding, before the shares are offered.  
The company secretary may need to calculate.

<sup>2</sup> The share application letter in this subfolder

<sup>3</sup> The company should allow at least 21 days for

to existing shareholders in proportion to their  
holdings of a certain number of shares or all the shares.  
each shareholder.  
letter when it is sent/emailed out.  
offer.