

*[Print on Employer's Letterhead and Registered Address]*

Companies House  
Crown Way  
Cardiff  
CF14 3UZ

<<Date>>

Dear Sir / Madam,

The Director has instructed that the following Resolution dated [<<Date>>] and passed to ratify the sole director's previous decisions, be filed with you.

Thank you for your attention in this matter.

Yours faithfully,

Signed

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

S  
A  
M  
P  
L  
E