

[OPTION 1 – SUBSCRIBING SHAREHOLDER IS AN INDIVIDUAL]

The Directors
[NAME OF COMPANY] Limited
[COMPANY ADDRESS]

[DATE]

Dear Sirs

[NAME OF COMPANY]

1. I refer to the
capital of
subject

each in the
[per share],

2. I have received
£[AMOUNT]

of

3. Subject

company:

(a)

older of the

(b)

address set out

Yours faithfully

[NAME OF INDIVIDUAL]



[OPTION 2 – SUBSCRIBING SHAREHOLDER IS A COMPANY]

The Directors
[NAME OF COMPANY] Limited
[COMPANY ADDRESS]

[DATE]

Dear Sirs

[NAME OF COMPANY]

1. We refer to the £[AMOUNT] each in the capital of [COMPANY] [per share], subject to the terms and conditions of the offer.
2. We have received from you an order for the purchase of [NUMBER] shares of [COMPANY] of the nominal value of £[AMOUNT] each.
3. Subject to the terms and conditions of the offer, you are hereby accepted as a shareholder of the [COMPANY] and your name is entered in the register of shareholders of the [COMPANY] at the address set out below:
 - (a) [ADDRESS]
 - (b) [ADDRESS]

Yours faithfully

Director
For and on behalf of [COMPANY]

