

[Option 1 – multiple members, multiple resolutions]

**Company number:** [NUMBER]

**THE COMPANIES ACT 2006  
PRIVATE COMPANY LIMITED BY SHARES**

Circulation date

In accordance with the Memorandum and Articles of Association of the Company I propose that the resolution[s] [are] passed as [a] special resolution

the Company's [an] ordinary resolution[s] [is/are]

**ORDINARY RESOLUTION**

[No.]. [SET OUT THE RESOLUTION]

**SPECIAL RESOLUTION**

[No.] [SET OUT THE RESOLUTION]

Agreement to the Resolutions

Please read the Resolutions carefully.

The undersigned hereby agree to the Resolutions on the Circulation Date.

resolutions on

Signed .....

.....

Name: [INSERT]

Signed .....

.....

Name: [INSERT]



Notes

1. You may agree to all or none of the Resolutions, but not to only some of the Resolutions. If you do not agree to the Resolutions, you need not take any action to signify your disagreement.
2. If you agree to the Resolutions, you should sign and date this document and return it to the Company by one of the following means:
  - by post to the Company's [registered] office at [ADDRESS];
  - by courier or by hand to the Company's [registered] office at [ADDRESS]; or

- by email, as an attached scanned copy, to [EMAIL ADDRESS]
3. Your agreement to the Resolutions is irrevocable.
  4. Please send your agreement to the Resolutions to the Company on or before [DATE – *lapse date will be 28 days after the Circulation Date unless the Articles of Association provide otherwise*]. If insufficient agreement to the Resolutions has been received by that date, the Resolutions will lapse.
  5. In the case of joint holders of shares, where more than one joint holder signs and returns this document, the senior holder of shares as per the register of members shall be deemed to be the authorised signatory.



[Option 2 – multiple members, single resolution]

**Company number:** [NUMBER]

**THE COMPANIES ACT 2006  
PRIVATE COMPANY LIMITED BY SHARES**

Circulation date

In accordance with the Memorandum and Articles of Association of the Company I propose that the following Resolution be passed:

the Company  
[Resolution] (the

**ORDINARY RESOLUTION**

[SET OUT TEXT OF RESOLUTION]

OR

**SPECIAL RESOLUTION**

[SET OUT TEXT OF RESOLUTION]

Agreement to the Resolution

Please read the Resolution carefully.

The undersigned member of the Company agrees to the Resolution on the date of this document.

Resolution on the

Signed .....

Name: [INSERT NAME]

.....

Signed .....

Name: [INSERT NAME]

.....

Notes

1. If you do not agree to the Resolution, you need not take any action to signify your disagreement.
2. If you agree to the Resolution, you should sign and date this document and return it to the Company by one of the following means:
  - by post to the Company's [registered] office at [ADDRESS];
  - by courier or by hand to the Company's [registered] office at [ADDRESS]; or



- by email, as an attached scanned copy, to [EMAIL ADDRESS]
3. Your agreement to the Resolution is irrevocable.
  4. Please send your agreement to the Resolution to the Company on or before [DATE – *lapse date will be 28 days after the Circulation Date unless the Articles of Association provide otherwise*]. If insufficient agreement to the Resolution has been received by that date, the Resolution will lapse.
  5. In the case of joint holders of shares, where more than one joint holder signs and returns this document, the senior holder of the shares as shown in the register of members shall be deemed to be the authorised signatory for the purposes of this Resolution.



[Option 3 – single member, multiple resolutions]

**Company number:** [NUMBER]

**THE COMPANIES ACT 2006  
PRIVATE COMPANY LIMITED BY SHARES**

Circulation date

In accordance with the Memorandum and Articles of Association of the Company I propose that the resolution[s] [are] passed as [a] special resolution [or] as an ordinary resolution [or] as a resolution of the Company in general meeting.

the Company's [an] ordinary resolution [is/are]

**ORDINARY RESOLUTION**

[No.]. [SET OUT THE RESOLUTION]

**SPECIAL RESOLUTION**

[No.] [SET OUT THE RESOLUTION]

Agreement to the Resolutions

Please read the Resolutions carefully.

The undersigned hereby agrees to the Resolutions on the terms set out in the Resolutions and the Resolutions are hereby adopted as the Resolutions of the Company.

Resolutions on the

Signed .....

.....

Name: [INSERT NAME]

Notes

1. You may agree to the Resolutions by post to the company's [registered] office at [ADDRESS];

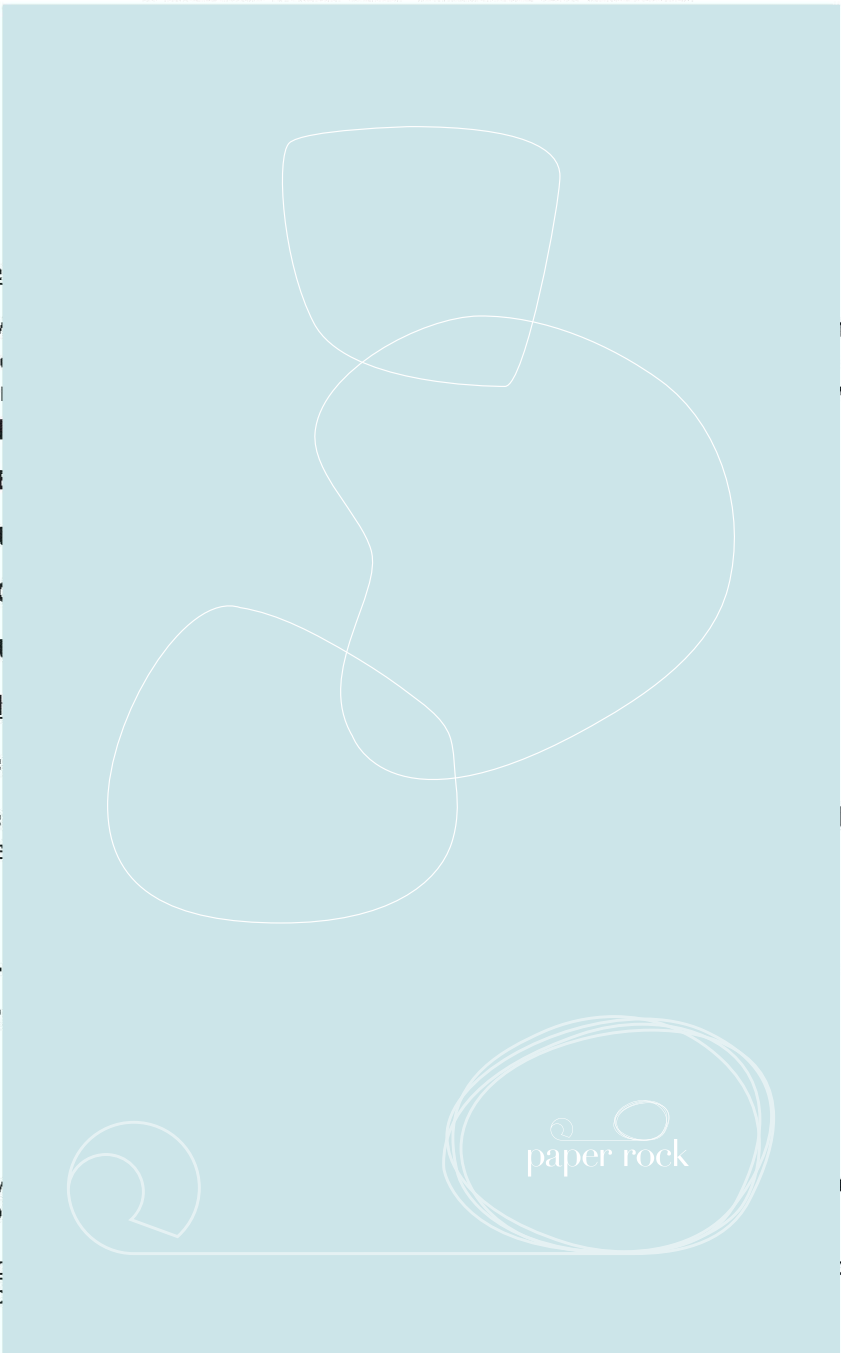
is. If you do not

2. If you agree to the Resolutions by one of the methods set out in Note 1, you must also provide a copy of the Resolutions to the Company by one of the methods set out in Note 1.

to the Company

- by post to the company's [registered] office at [ADDRESS];
- by courier or by hand to the Company's [registered] office at [ADDRESS]; or
- by email, as an attached scanned copy, to [EMAIL ADDRESS]

3. Your agreement to the Resolutions is irrevocable.



4. Please send your agreement to the Resolutions to the Company on or before [DATE – *lapse date will be 28 days after the Circulation Date unless the Articles of Association provide otherwise*]. If insufficient agreement to the Resolutions has been received by that date, the Resolutions will lapse.
5. In the case of joint holders of shares, where more than one joint holder signs and returns this document, the document returned by the senior holder shall be valid. For this purpose, the senior holder of a share is determined by the order in which the names of the joint holders appear in the register of members of the Company on the Circulation Date.



[Option 4 – single member, single resolution]

**Company number:** [NUMBER]

**THE COMPANIES ACT 2006  
PRIVATE COMPANY LIMITED BY SHARES**

Circulation date

In accordance with the Memorandum and Articles of Association of the Company I propose that the following be adopted as a Resolution of the Company.

the Company  
[Resolution] (the

**ORDINARY RESOLUTION**

[SET OUT TEXT OF RESOLUTION]

OR

**SPECIAL RESOLUTION**

[SET OUT TEXT OF RESOLUTION]

Agreement to the Resolution

Please read the Resolution carefully.

The undersigned hereby agree to the Resolution on the terms set out in the Resolution.

Resolution on the

Signed .....

.....

Name: [INSERT NAME]

Notes

1. If you do not agree to the Resolution, please return this document to the Company by the date specified in the Resolution.

agreement.

2. If you agree to the Resolution, please return this document to the Company by the date specified in the Resolution, together with the fee specified in the Resolution.

the Company by

- by courier or by hand to the Company's [registered] office at [ADDRESS]; or
- by email, as an attached scanned copy, to [EMAIL ADDRESS]

3. Your agreement to the Resolution is irrevocable.



4. Please send your agreement to the Resolution to the Company on or before [DATE – *lapse date will be 28 days after the Circulation Date unless the Articles of Association provide otherwise*]. If insufficient agreement to the Resolution has been received by that date, the Resolution will lapse.
5. In the case of joint holders of shares, where more than one joint holder signs and returns this document, the document returned by the senior holder shall be valid. For this purpose, the senior holder of a share is determined by the order in which the names of the joint holders appear in the register of members of the Company on the Circulation Date.

