**Company number:**

**add company number**

**THE COMPANIES ACT 2006**

**A PRIVATE COMPANY LIMITED BY GUARANTEE**

**WRITTEN RESOLUTION of**

**Add social business name (the “Company”)**

# Circulation Date: add date

The Directors/Board Members of the Company propose to pass, as an ordinary resolution (i.e. a majority vote)

# APPOINTMENT OF A CHAIRPERSON

**THAT, add name be appointed Chairperson of the Company;**

# CHANGE OF COMPANY NAME

**THAT the Company name be changed to add new name Ltd**

Sample Written Resolution



# NOTES

If you agree with the Resolution(s), please indicate your agreement by return of this email – add email address.

1. You may not return the Resolution(s) to the Company by any other method.
2. If you do not agree to the Resolutions, you do not need to do anything. If you fail to reply it will be deemed that you do not agree with the Resolution(s).
3. Once you have indicated your agreement to the Resolution(s), you may not revoke your agreement.
4. Unless sufficient agreement has been received for the Resolution(s) to pass by SEVEN days following the date of circulation, it will lapse. If you agree to the Resolution(s), please ensure that your agreement reaches us before or on this date insert date.