**Consent to act as a Secretary of the Company** *[COMMENT: ```json  
[  
 {  
 "section\_summary": "Consent to Act as Company Secretary",  
 "issue": "The provided consent letter is insufficient to meet ADGM compliance requirements. While it includes a declaration that the secretary is a 'fit and proper person,' it lacks crucial declarations regarding their background and qualifications. The ADGM likely requires declarations similar to those found in the provided Director Consent examples, addressing potential disqualifications, bankruptcies, convictions, etc. The absence of such declarations exposes the company to significant compliance risks.",  
 "reference": "ADGM Companies Regulations (Specific regulation number cannot be provided without access to the full ADGM regulatory document. This would likely fall under sections concerning director and/or officer appointments and fitness and propriety standards.)",  
 "severity": "High"  
 }  
]  
```]*

{insert date}

To: The Directors

{insert company name} (the ‘Company’)

Dear Sirs,

In order to assist the Company to make all the necessary confirmations and statements as required under the Companies Regulations in relation to my appointment as a secretary of the Company, I hereby give notice that I am willing to be appointed to act as a secretary of the Company.

I confirm that I am a fit and proper person to be a secretary of the Company.

I will notify the Company promptly of any changes in the information that I have made in this declaration.

Yours faithfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[insert secretary’s name]