**Consent to act as a Secretary of the Company**

{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]