**${Company current name}**

${Address - new}

Date:

**${Firm Name}**

${Firm Address}

Dear Sirs

**APPOINTMENT OF COMPANY SECRETARY**

We wish to appoint your firm to handle our Company Secretarial matters and also a nominee to be named as our Company Secretary.

Please let us have your consent to act as soon as possible.

Yours faithfully

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

**${Director Signature 1}**

Director