

**COMPANIES ACT 2006  
WRITTEN SPECIAL RESOLUTION ON CHANGE OF NAME**

**Company number:** \_\_\_\_\_

**Existing company name:** \_\_\_\_\_

**The following special written resolution to change the name of the company was agreed and passed by the members.**

**On the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_**

**That the name of the company be changed to:**

**New name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

\*Director / secretary / CIC Manager (if appropriate) / administrator / administrative receiver / receiver manager / receiver, on behalf of the company.

(\*delete as appropriate)

**Notes:**

- Only a private company can pass a written resolution.
- A copy of the resolution must be delivered to Companies House within 15 days of it being passed.
- A fee of £10 is required to change the name (cheques made payable to "Companies House").
- Have you checked whether the name is available at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk) ?
- Please provide the name and address to which the certificate is to be sent.