Director’s home address

The Directors

COMPANY NAME (Company registration number)

Address line 1

Address line 2

Town

County

Postcode

Date

Dear Sirs,

**Declaration of interest in proposed loan arrangement with Company Name**

Pursuant to section 177(1) of the Companies Act 2006 and in accordance with the provisions set out in section 184 of the Companies Act 2006, I hereby declare that I am connected with Name of connected person. The nature of my connection with Name of connected person is [describe your connection, e.g., spouse, parent, etc.,]. As a connected person I give you written notice that in my capacity as a director [and shareholder] of Company name (‘the Company’), I have an indirect interest in a proposal that the Company shall provide to Name of connected person a loan in the amount of £XX,XXX.XX [amount of proposed loan].

I propose that a meeting of the directors be held to consider the suggested loan arrangement and that this letter serve as notice of the meeting. It is proposed that the meeting shall be held on Date at Time at [location of meeting] Address line 1, Address line 2, Town, County, Postcode.

Yours faithfully

Signature

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Director