Cover letter for annual OCR submissions

[[COMPANY_NAME]]

Registration number [[REGISTRATION_NUMBER]]

Registered office [[REGISTERED_OFFICE]]

To the Office of the Company Registrar

Subject Annual documents for [[FINANCIAL_PERIOD]]

The company submits the documents listed below under [[FILING_BASIS]]. The verified triggering event and due date are [[VERIFIED_DUE_DATE]]. The actual AGM or lawful written decision is [[AGM_OR_WRITTEN_DECISION_REFERENCE]].

Financial statements [[FINANCIAL_STATEMENT_REFERENCE]]; actual audit report [[ACTUAL_AUDIT_REPORT_REFERENCE]]; applicable directors report [[DIRECTORS_REPORT_REFERENCE]]. Complete submitted-document schedule: [[ATTACHMENT_SCHEDULE]].

The submitting person [[AUTHORISED_PERSON]] acts under [[ACTUAL_COMPANY_DECISION]]. Please process the actual submitted documents through the applicable service.

Authorised signature _____
Name and capacity _____
Actual submission date _____