Cover letter for first post incorporation OCR filings

[[COMPANY_NAME]]

Registration number [[REGISTRATION_NUMBER]]

Registered office [[REGISTERED_OFFICE]]

To the Office of the Company Registrar

Subject First post-incorporation filings for the company incorporated on [[INCORPORATION_DATE]]

The company submits the actual initial events and supporting documents listed here: [[INITIAL_EVENT_SCHEDULE]].

Registered-office and contact particulars: [[REGISTERED_OFFICE]]; [[COMPANY_CONTACT]]. Actual capital reconciliation: [[ACTUAL_INITIAL_CAPITAL]].

Authority for the actual submissions is [[ACTUAL_COMPANY_DECISION]]. [[AUTHORISED_PERSON]] is authorised to submit the identified approved records through the applicable CAMIS services and retain the actual outcome. Attachments: [[ATTACHMENT_SCHEDULE]].

Authorised signature _____
Name and capacity _____
Actual submission date _____