



Clwb Hwyllo Pwllheli Sailing Club
Glan Y Don
Pwllheli
Gwynedd
LL53 5YT

Date: 11th February, 2010

Dear Member,

Request to send or supply documents and information via a website and/or in electronic form.

This document is important and we request your immediate attention.

Increased use of electronic communications will deliver savings to the Club in terms of administration, printing and postage costs, as well as speeding up the provision of information to members. The reduced use of paper will also have environmental benefits. It is our intention to utilise electronic communication with members as much as possible and are requesting your individual agreement thereto.

Under the provisions of the Companies Act 2006, we are required to ask you individually to confirm your agreement to the Company sending or supplying Documents and Information to you as a member by email or via the Club's official website.

If we do not receive a response from you within 28 days of the date of this letter, then you will be taken to have agreed (under paragraph 10 of Schedule 5 to the Companies Act 2006) that the Company may send or supply Documents and Information to you via the Website. Therefore, if you agree to the Company sending or supplying the Documents or Information to you via the Website, you need take no further action in relation to this part of the letter. If you would prefer to receive the Documents and Information in paper form rather than via the Website, you will need to let us know by completing the reply slip at the end of this letter and returning it to the Company at the above address.

We will notify you when Documents and Information are available to access on the Website.

Please can you also confirm your agreement to the Company corresponding with and sending or supplying the Documents and Information to you in electronic form. If you agree to this, please provide your email address for these purposes even if you have provided it before so that we can ensure that our records are up to date.

Please note that there may be particular circumstances in which the Company needs to send Documents or Information to you in hard copy rather than by Website or email, in which case the Company reserves the right to do so.

Should you wish to cease receiving documents by Website or email at any time then please notify the Club Secretary.

office@[pwllhelisailingclub.co.uk](mailto:office@pwllhelisailingclub.co.uk) www.pwllhelisailingclub.co.uk
Office 01758 613343 Fax 01758 612134 Bar / Clubroom 01758 614442

Clwb Hwyllo Pwllheli Sailing Club is a Company Limited by Guarantee is registered in Wales number 673674.
Registered business address: Hafan, Glan Y Don, Pwllheli, Gwynedd, LL535YT

