

Manor Farm (Seer Green) Management Company Limited

Registered in England No. 1249156

Registered Office:

1 Barrards Way . Seer Green Beaconsfield . Buckinghamshire HP9 2YZ
Phone 01494-681172 . MFCo@SeerGreen.org.uk . www.SeerGreen.org.uk

2014

Dear Madam or Sir,

This is your cover letter for our electronic property transfer service. You can obtain all relevant documents by saving and/or printing this and any of the following 11 documents.

- . Transfer Procedures (Document 1 of 11)
- . Deed Signing Sheet (Document 2 of 11)
- . Deed of Covenant (Document 3 of 11)
- . Rules relating to Greens & Paths (Document 4 of 11)
- . Memorandum of Association (Document 5 of 11)
- . Articles of Association (Document 6 of 11)
- . Accounts for the past three years (Documents 7 to 9 of 11)
 - 2013/2014
 - 2012/2013
 - 2011/2012
- . Indemnity Form for lost Share Certificate(s) (Document 10 of 11)
- . Share transfer form (Document 11 of 11)

Once you have emailed us with the name and property details of the vendor we will:

- . let you know whether there are any arrears of Annual Service Charges (£100 less £15 special one-off discount less £25 prompt payment discount where applicable for the current financial year which ends on 31 March)
- . send an invoice by email for **£100** to cover the Supplemental Service Charge relating to property transfer; please ensure that the current shareholder(s) settle(s) the amount in due course.

It is expected that Annual Service and Supplementary Service Charges will remain at their current levels for the foreseeable future as no unusual or large expenditure is anticipated at present. Any apportionment of the Company's charges is strictly a matter between vendor and purchaser.

Please do get in touch with us if you have any further questions.

Yours faithfully

Peter Van Duzer Director & Company Secretary