

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

At the Annual General Meeting of Hessle Theatre Company (the **Society**) held on 5 September 2007 the Rules were amended to permit the Society to send or supply documents and information (**Documents and information**) to the members in electronic form and/or via a website.

Increased use of electronic communications will deliver savings to the Society in terms of administration, printing and postage costs, in addition to speeding up the provision of information to members. The reduced use of paper will also have environmental benefits.

If we do not receive a response from you within 28 days of receipt of this letter, then we will take it that you have agreed that the Society may send or supply the Documents and Information to you via the Website and you need take no further action. 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 Society at the above address.

We will notify you when the Documents and Information are available to access on the Website and we will provide you with:

- the address of the Website
- the place on the Website where the Documents and Information may be accessed
- details of how to access the Documents or Information

Please also confirm your agreement to the Society sending or supplying the Documents and Information to you in electronic form. If you agree to this, please provide your electronic address, for example an e-mail address, for these purposes, or confirm to the Society that we may use the existing e-mail address we hold for you in our records.

Please detach the relevant reply slip below and sign and return it to the Society.

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**Detach reply slip**

I agree to the Society's request to send or supply documents and information to me in electronic form.

Please use my current e-mail address that you hold in your records\*

OR

My address for such purposes is:\*

.....  
\*please delete as appropriate/insert e-mail address

Signed .....

Print Name .....

Date .....

✂-----

**Only complete if required**

I elect to receive documents and information in hard copy from the Society by post.

Signed .....

Print Name .....

Date .....



Registered Charity Number 500843