**BOARD NOMINATION cover letter
Please complete and print on your organisation’s letterhead**

Sheffield City Centre BID Limited
Unit 1 Winter Garden
Surrey Street
Sheffield
S1 2LH

<Date, 2022>

Dear Sirs

**BID BOARD - Sheffield City Centre BID Limited (registered in England and Wales 9601967)
(the “Company”)**We, [Company Member name] (registered in England and Wales number [⚫]) whose registered office is at [⚫] hereby nominate the individual named below to the Office of Director of the Company, in accordance with and pursuant to the articles of association of the Company.

We hereby confirm that the named individual has been nominated by a resolution of our board of directors, partners, owner and/or governing body as appropriate to stand as a Director of the Company.

We understand that completion and submission of the Nomination Form does not guarantee a seat on the Board of Directors.

|  |  |
| --- | --- |
| Nominee name: |  |

Yours faithfully
for and on behalf of

**[⚫]**

**[⚫ signature and name of authorising director]**



**NOMINATION FORM FOR BID BOARD DIRECTOR (OCTOBER 2022)**

|  |  |
| --- | --- |
| **PROPOSER** |  |
| **COMPANY MEMBER MAKING THIS NOMINATION** | Member organisation:Name of representative: |
| **CANDIDATE DETAILS** |  |
| **FULL NAME OF PERSON NOMINATED FOR ELECTION:** (Must be, or be a representative of, an eligible business ratepayer paying the BID levy) but does not have to be an employee of the nominating Company Member. |  |
| **NAME AND ADDRESS OF EMPLOYER OR OWN BUSINESS:** (Must have premises within Sheffield’s BID area) |  |
| **CONTACT DETAILS:** (Please provide a valid email address and contact telephone for the person standing) | Email:Telephone: |
| **SECTOR REPRESENTATION** |  |
| **BUSINESS SECTORS:** (Please tick – or indicate with ‘x’ – the seats that the person standing wishes to be considered for). Nominees may stand (where eligible to do so) for more than one category as seats may be contested. |

|  |  |
| --- | --- |
| Education |  |
| Food and Restaurant |  |
| Leisure and Culture |  |
| Retail |  |
| Office |  |
| Open seat |  |

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| **CANDIDATE ELECTION STATEMENT** |  |
| **WHY DO YOU WISH TO STAND?** (To be completed by the person standing - in no more than 300 words, please explain your reasons for nomination) |  |

*Completed forms should be returned to: Sheffield City Centre BID Limited by email to:* ***board@sheffieldbid.com*** *by 6pm 11 October 2022*