

[Print on Letterhead or insert details of company, Place of Registration and

<<insert name of requestor>>

<<insert address of requestor>>

<<Date>>

Dear Sir / Madam,

Re: Request to inspect Register of Significant Control (PSC Register)

We hereby confirm that we have received your request [and copy] our PSC Register dated <<insert date>>.

EITHER

[Our PSC Register will be available to you [and copy] at the following time and date, <<insert time and date>>. If this is not possible, we should be grateful if you would contact the undersigned, who will be available at a mutually convenient time with you to inspect [and copy] our PSC Register.]

In accordance with our statutory obligations, at the time of writing:

- [there have been no alterations to the Register since <<insert date>>; and
- there are [no] further alterations to the Register.]

OR

[We will not be making our PSC Register available to you to inspect [and copy] as we have concerns that the inspection is not being made for a proper purpose. We will therefore make an application to court to prevent you from inspecting the Register.]

You should be aware that should the inspection is not for a proper purpose, they will direct us not to co-operate with the inspection. The court may also order that our costs be paid in whole or in part.

You should [however] [also] be aware that it is an offence to knowingly or recklessly make a statement in a request to inspect [and copy] that is materially misleading, false or deceptive. It is also an offence on the part of any person obtaining information from inspecting a PSC Register, to either do or fail to do anything which results in the information being disclosed to another person, knowing, or having reason to believe, that the information is disclosed to a person who may use the information for a purpose that is not a proper purpose.

Yours faithfully,

<< Company Secretary Name >>
For and on behalf of <<Company Name>>