

<<Individual's Name>>
<<Address>>
<<Address>>
<<Postcode>>

<<Date>>

Dear << >>

Economic Crime

The ECCT is part of the Economic Crime and Corporate Transparency Act 2023. It received Royal Assent in March 2023. The ECCT is multifaceted and includes for example, providing new powers for law enforcement and a new Companies House. The most significant change will be to the way in which Companies House interacts with it.

These changes include changes to the powers for Companies House to move and reject information. We are working through these proposed changes that we consider

There is now time to allow for implementing changes to be made

Why are we writing

A core purpose of the ECCT is to improve transparency and the usefulness of the information provided to shareholders and therefore once it is in force introduces a requirement for companies to record the full names of all shareholders in their registers. There is a requirement for private companies¹ to provide a full list of shareholder names and addresses after the ECCT comes into force.

In addition, the ECCT requires companies to provide the full names and service addresses of all shareholders. Failure to provide this information on members required by the ECCT may result in the making of a false statement offence.

We therefore need to ensure that we can communicate with all shareholders that we have the correct details recorded so that we can comply with the requirements.

¹ This also applies to companies that are not limited by shares.

[Company's Letterhead or insert Address]

Transparency (ECCT) Act 2023

In response to the need to tackle economic crime in the UK, the Government has introduced the Economic Crime and Corporate Transparency Act 2023. The ECCT is multifaceted and includes for example, providing new powers for law enforcement and a new Companies House. The most significant change will be to the way in which Companies House interacts with it.

These changes include changes to the powers for Companies House to move and reject information. We are working through these proposed changes that we consider. More details can also be found online [here](#).

The ECCT has now received Royal Assent and coming into force to allow for implementing changes to be made to the systems.

One of the purposes of members is to provide details of a company's members. The Companies Act 2006 requires companies to record the names of its members. The ECCT aims to improve transparency and the usefulness of the information provided to shareholders and therefore once it is in force introduces a requirement for companies to record the full names of all shareholders in their registers. There is a requirement for private companies¹ to provide a full list of shareholder names and addresses after the ECCT comes into force.

In addition, the ECCT requires companies to provide the full names and service addresses of all shareholders. Failure to provide this information on members required by the ECCT may result in the making of a false statement offence.

We therefore need to ensure that we can communicate with all shareholders that we have the correct details recorded so that we can comply with the requirements.

¹ This also applies to companies that are not limited by shares.

Shareholders' f

We should be g
confirming your f

We currently hav
<< insert releva
<<insert relevant

Please either con
needs updating.
document, such

[We should also
licence/other ID c

We shall keep yo
these requiremen

Please do not he

Yours sincerely,

<<Name & Title>
For and on beha

² This is not necessary
this to be necessary.

and return the accompanying pro-forma reply slip
address.

orded for you:
u hold your shares [in your own name/jointly with

ne and service address or inform us of anything that
ould be your full name as recorded in an official

provide us with a copy of your [valid passport/drivers'
2]

gress of the implementation of the ECCT and when

pany Secretary>> if you have any questions.

re it if it is requested, it is purely at the company's discretion if it judges

rovide full names.