

Notice regarding the Company's interest in an individual)

[<<Insert Company Name>> the "Company")

<< insert date>>

[By post/email]

Dear [<< insert name of PSC >>],

**Statutory Notice: Obligation
Significant Control up to date**

In accordance with Part 21A of the Companies Act 2006 and the Register of People with Significant Control Regulations 2017, the Company is under a duty to keep the information on its Register of People with Significant Control ("PSC Register") up to date.

We have reasonable cause to believe that a change has occurred to the following particulars stated in respect of you:

We therefore require you, to provide the following information by email to the address shown above], within one calendar month of the date of this notice, the following information concerning your interest, if any, in the Company:

- 1) Whether or not any such registered interest has occurred;
- 2) If so, the date of that change;
- 3) To confirm or correct the information provided in this notice:

- [Name]
- [Usual residential address]
- [Country, state or region and postcode of usual residence]
- [Service address if different from usual residence]
- [Nationality]
- [Date of birth]
- [Date on which you became a person in relation to the Company]
- [The nature of your interest in the Company]
- [Whether or not you are a person in relation to the Company]

You should be aware that failure to provide the information required by this notice, or the disclosure of false information, may result in a penalty of up to two years imprisonment, or a fine (or both). The Company may take action to restrict your control rights until such time as you provide the information or provided a valid reason sufficient to justify your failure to do so.

Full details of your obligations can be found on the www.gov.uk website.

We enclose a pro-forma reply slip to assist you in responding to us as promptly as possible.

We look forward to hearing from you.

Yours faithfully,

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For and on behalf of¹:

<<Insert Company Name Limited>

¹ The notice should be signed by a director or secretary.

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