

Notice regarding the Company's status as a legal entity)

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

<< insert date>>

[By post/email]

Dear [<< insert name >>¹ on behalf of the Company (any name >>)],

Statutory Notice: Obligation to update information on Register of People with Significant Control up to date

In accordance with Part 21A of the Companies Act 2006 and the Register of People with Significant Control Regulations 2016, 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 << insert name >> on our PSC Register.

We therefore require you, to provide 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 change has occurred;
- 2) If so, the date of that change;
- 3) To confirm or correct the information provided in this notice:
 - [Name – i.e. corporate name]
 - [Address of registered office]
 - [Legal form of the person or registrable relevant legal entity]
 - [If applicable, the relevant law by which it is governed]
 - [Date on which it is entered (including details of the state) and its status at register]
 - [Date on which it became a person or registrable relevant legal entity in relation to the Company]
 - [The nature of its control]

You should be aware that failure to provide the information required by this notice, or 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 any control rights until such time as you provide the information as requested in this notice 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.

¹ This will most likely be addressed to a director of the Company.

Yours faithfully,

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For and on behalf of²:

<<Insert Company Name Limited>

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² The notice should be signed by a director or secretary