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

<< insert date>>

[By post/email]

Dear << insert name of PSC >>/<< insert RLE company name >>],

## Register of People with Significant Interests Notice

On << insert date>> we sent you a notice under section 790D / 790E] of the Companies Act 2006 (the Act) requiring that you provide information concerning your interest, if any, in the [shares/ rights] of the Company, or the name of any person or legal entity that might have such an interest.

A copy of the section [790D / 790E] of the Companies Act 2006 is included with this notice.

You have failed to comply with the requirement to respond to this notice, notwithstanding our having written to you on << insert date>> to remind you of your obligation and of the legal penalties for non-compliance.

We are therefore writing to you pursuant to section 790D / 790E] of the Companies Act 2006 to give you notice that, in accordance with section 790D / 790E] of the Act, the Company will issue you with a formal restriction notice on or after << insert date>> unless you have complied with the section 790D / 790E] of the Act by << insert date>> or after << insert date>> unless you provide us with as to why you have failed to do so.

The effect of such a restriction notice will be that your interest in the Company's [shares/rights] would be that:

- Any transfer of your relevant interest or any associated rights will be void;
- No rights are exercisable in respect of your interest;
- No shares may be issued in respect of the interestholder; and
- Except in a liquidation, no dividends or other sums due from the company in respect of your interest, whether or not declared or otherwise.

When a restriction notice has been issued, any act, or failure to act, may constitute an offence:

- Exercising or purporting to exercise any rights in respect of your interest;

<sup>1</sup> This will most likely be addressed to a director of the Company.

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- Exercising or purporting to exercise any right to be issued with your interest;
- Voting in respect of your interest (whether as holder of the interest or as proxy) or appointing a proxy to vote in respect of your interest;
- Failing to notify a person (whether as holder of the interest or as proxy) of your interest, whether as holder of the interest or as proxy, if you do not know to be aware that your interest is subject to restrictions;
- Entering into an agreement (whether as holder of the interest or as proxy) for or any associated right (except in connection with a liquidation).

Full details of your obligations under the Act and the penalties for failure to comply with them can be found on the Companies Act website.

We look forward to hearing from you in due course to avoid the need for this further action.

Yours faithfully,

.....  
For and on behalf of<sup>2</sup>:

<<Insert Company Name Limited>>

<sup>2</sup> The notice should be signed by a director or secretary of the company.