

Pro-forma re (individuals)

To:

<<Insert Company Name Limited>

<<Insert Company's Address>>

[<<Insert Company's email address>>]

By post/email

<< insert date>>

Dear <<Insert name of Company S>> ,

Statutory Notice: Person of Sign

In reference to your Notice dated find below the details you require to be confirmed. All references are dated << insert date>>.

Delete as appropriate

- [I/We] [am/are] [not] [a] [ple] within the meaning of the Legislation.
- [I/We] [do not] hold the inte half.
[To the extent that [I/we] d [my/our] own behalf, the relevant contact details for the regis ert relevant contact details>>].
- The required particulars as your Notice are [not] correct and complete.
[The correct/missing deta Annex 1 are, << insert relevant details>>].

Yours faithfully,

<< insert name of PSC >>