

Pro-forma Notice

To:

<<Insert Company Name Limited>>

<<Insert Company's Address>>

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

By post/email

<< insert date>>

Dear <<Insert name of Company Secretary>>,

Statutory Notice: Relevant Legal

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

DELETE AS APPROPRIATE

- << insert RLE company name >> is a Relevant Legal Entity (RLE) within the meaning of the Companies Act 2006.
- << insert RLE company name >> holds the interest on its own behalf. [To the extent that << insert RLE company name >> does not hold the interest on its own behalf, the relevant particulars of the interest held by other registrable person are, << insert relevant contact details>>]
- The required particulars as set out in Annex 1 of your Notice are [not] correct and complete. [The correct/missing details are, << insert relevant details>>].

Yours faithfully,

For and on behalf of:

<< insert RLE company name >>