

**Pro-forma reply to a notice of relevant change**

To:

<<Insert Company Name Limited>>

<<Insert Company's Address>>

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

By post/email

<< insert date>>

Dear <<Insert name of Company>>

**Section 790E Companies Act 2006  
PSC Register up to date**

**Obligation to keep information on**

In reference to your Notice dated << insert date >> to be confirmed. All references are

find below the details you require dated << insert date>>.

***Delete as appropriate***

**[For PSCs]**

EITHER

[I/We] confirm that [I/we] [am/a meaning of the Legislation./ [person/people] within the meaning of the Legislation./ [my/our] registrable interest in the

registrable [person/people] within the meaning of the Legislation./ [my/our] [am/are] still [a] registrable and there has been no change to

OR

[I/We] confirm that there has been no change to the particulars as stated in the PSC Register. [I/We] confirm that [my/our] correct particulars as required by the details>>.]

[my/our] particulars as stated in the PSC Register on << insert date>> and [my/our] correct particulars as required by the details>> insert relevant correct or missing

**[For RLEs]**

EITHER

We confirm that << insert RLE company name >> is still a relevant legal entity within the meaning of the Legislation./ We confirm that << insert RLE company name >>'s particulars changed on << insert date >>

<< insert RLE company name >> is still a relevant legal entity within the meaning of the Legislation./ << insert RLE company name >> is still a relevant legal entity within the meaning of the Legislation./ and there has been no change to the Company.

OR

We confirm that there has been no change to the particulars as stated in the PSC Register. << insert RLE company name >>'s particulars changed on << insert date >>

<< insert RLE company name >>'s particulars changed on << insert date >> at << insert RLE company name >>'s correct particulars as stated in the PSC Register

particulars as required by the P << insert relevant correct or missing details>>.]

Yours faithfully,

<< insert name of PSC>>/For and << name of RLE>>