

Response Letter from Person Supplying Information

To: << insert name and address of person to whom letter is addressed >>

From: << insert name and address of person supplying information >>

<< insert date >>

[By post/email]

Dear << insert name >>¹,

Statutory duty to supply information

[<<Insert Company Name Limited>>]

[/We] understand that In accordance with the Companies Act 2006 and the Register of People with Significant Control (the "Legislation"), [I/we] have a duty to supply information to the Company to fulfil its obligations under the Legislation to keep a Register of People with Significant Control ("PSC Register").

Delete as appropriate

EITHER

[In accordance with this duty, [I/we] have no interest that requires inclusion on the PSC Register]

OR

[For PSCs:

In accordance with this duty, I/we are a registrable person in relation to the Company. To the best of my knowledge and belief, << insert name >> acquired this status on << insert date >>.

The required particulars of my registration are set out in the Annex to this letter.]

[For RLEs:

In accordance with this duty, [I/we] are a registrable relevant legal entity. << insert RLE company name >> is a company. To the best of [my/our] knowledge and belief, << insert name >> acquired this status on << insert date >>.

The required particulars of << insert name >>'s registrable interest are set out in the Annex to this letter.]]

[I/We] should be grateful if you would confirm in writing that the PSC Register has been updated accordingly.]

Yours faithfully,

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

.....
<< insert name >>

OR

For and on behalf of:

<<Insert Comp ame Limited>>

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Required Particulars for << insert

Name	levant details>>
Service Address	levant details>>
Country/State/Part of UK where	levant details>>
Nationality	levant details>>
Date of Birth	levant details>>
Usual residential address	levant details>>
Date first became registrable²	levant details>>
Nature of control³	levant details>>
Restrictions in force⁴	levant details>>

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² For existing companies completing a PSC register

³ There are 5 conditions set out in the legislation for

⁴ If the individual has applied to the registrar of com

te will be 6th April 2016.

ust identify which of the conditions are relevant

ance Note. The official wording must be used.

disclosure of these particulars to be restricted, this

Required Particulars for << insert

Name of legal entity	levant details>>
Registered or principal office	levant details>>
Legal form of entity and law by governed	levant details>>
If applicable, the register in appears (including details of and its registration number⁵	levant details>>
Date RLE first became registrab	levant details>>
Nature of control⁶	levant details>>

⁵ If the RLE is entered on another register in the UK (or overseas (the central public register of companies in another country)), this must be noted

⁶ There are 5 conditions set out in the legislation for relevant information and include all of these. For information on relevant

, or overseas (the central public register of

must identify which of the conditions are relevant
ance Note. The official wording must be used.