

Letter to PS **information**
[<<Insert Comp the "Company")

<< insert date>>

[By post/email]

Dear << insert PSC/RLE >>,

Register of People with Significant Control **update information under section**
790H of the Companies Act 2006

We are writing to inform you that 21A of the Companies Act 2006 and the Register of People with Significant Control (RLE) in relation to the Company is under a duty to provide any update they know, or ought reasonably to know, that a relevant change has occurred as stated in our PSC register.

A relevant change occurs if a PSC either ceases to be registrable or there is a change of particulars in our PSC register are then made incorrect or incomplete.

To date, we have not sent you a notice under the Legislation regarding whether a relevant change has occurred as stated in our PSC register.

You are therefore under a duty if stated to:

- notify us of such a change
- state the date on which such a change occurred
- give us the required particulars to update our PSC register.

This duty must be complied with within the period of two months beginning with the day on which you discovered the change and the end of the period of one month on which you discovered the change.

You should be aware that failure to comply with the duty required by this letter, or disclosure of false information, is a criminal offence under paragraph 13 of Schedule 1B to the Companies Act subject to a penalty of imprisonment, or a fine (or both). In addition, the Company may take control rights until such time as you have provided us with this information and reason sufficient to justify your failure to do so.

Full details of your potential obligations are available on the www.gov.uk website.

We enclose a pro-forma response form to assist you in responding to us as promptly as possible should you so wish.

We look forward to hearing from you.

Yours faithfully,

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For and on behalf of¹:

<<Insert Company Name Limited>

¹ The letter should be signed by a director or secretary.

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