

[Print on Letterhead or insert company name, address, number, Place of Registration and

Companies House  
Crown Way  
Cardiff  
CF14 3UZ

<<Date>>

Dear Sir / Madam,

**Election to keep Register of People with Significant Control (PSC Register) at Companies House**

In accordance with Part 21A of the Companies Act 2006 and the Register of People with Significant Control Regulations 2016, your Company has elected to keep its PSC Register on the central register.

We confirm that a notice was sent to you on <<insert date>> and we have received your response (as defined in the Legislation) on <<insert date>>.

All the current information required to be included in the PSC Register is enclosed with this letter<sup>2</sup>.

We should be grateful if you would confirm to us that your PSC Register will be kept at Companies House going forward.

Thank you for your attention in this matter.

Yours faithfully,

<< Company Secretary Name >>  
For and on behalf of <<Company Name>>

<sup>1</sup> An eligible person is a registrable person or a registrable person's close associate of the company's PSC register.

<sup>2</sup> A statement with all the current information required to be included in the central template register for PSCs and RLE's can be used for this purpose.