

To:

<<insert name of relevant Company>
<<insert relevant address/registered

<<Date>>

Dear Sir / Madam,

Re: Request to inspect Register of Directors and Company Officers (PSC Register)

In accordance with [my/our] statutory duties, [I/we] note that you have elected to keep your PSC Register at Companies House.

As further required by statute, [I/we] request that you would confirm that all the information that you are required to keep on your PSC Register is up to date and that it has been delivered and that your

[I/We] should be grateful for a prompt response.

Thank you for your attention in this matter.

Yours faithfully,

<< insert relevant name >>
[For and on behalf of <<Company Name>>]

S

A

M

P

L

E