

[Print on Letterhead or insert company name, Address, Number, Place of Registration and

Companies House  
Crown Way  
Cardiff  
CF14 3UZ

<<Date>>

Dear Sir / Madam,

**Updates to Register of People with Significant Control (PSC Register) held 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 understand that the information on our PSC Register must be kept up to date.

We therefore confirm that as of <<insert date>> changes have been made to our PSC Register<sup>1</sup>:

<<insert relevant changes>>;  
<<insert relevant changes>>; and  
<<insert relevant changes>>]

We should be grateful if you would ensure that the information is kept up to date on the central register at Companies House accordingly.

Thank you for your attention in this matter.

Yours faithfully,

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

<sup>1</sup> This information must be filed at Companies House after the company becomes aware of it and in any event, no later than the time by which the company is required to file its annual return.