

<<insert>> <<SS>>

To: Companies House
Crown Way
Cardiff
CF14 3UZ

<<Date>>

Dear Sir / Madam,

Application by a company requiring you to refrain from using or disclosing an individual's secured information

In accordance with regulation 37 of The Companies (Significant Control) Regulations 2016 (the "Regulations"), <<insert>> (the "Company") is making an application to you to refrain from using or disclosing information relating to <<insert>> who is <<insert>> to the Company.

In accordance with the Regulations, <<insert>> information:

1. The grounds on which this application is made are <<insert relevant details>>².
2. <<insert name of individual>> is the person for the Company to make this application.
3. The Company's details are <<insert>>³.
4. [The Company's email address is <<insert relevant details>>⁴].
5. This application concerns <<insert name of individual>> and any former name>>.
6. <<insert name of individual>> is <<insert relevant details>>.
7. <<insert name of individual>> is <<insert relevant details>>.
8. [<<insert name of individual>> is <<insert relevant details>>⁵].

We enclose the following evidence to support this application:

<<insert relevant details>>

[We should be grateful if you would consider this application.]

Thank you for your attention in this matter.

¹ The individual must either be a registrable person in relation to the company; or have previously been a registrable person.

² The grounds on which the application is based must be that the disclosure of the secured information is disclosed it will put the individual to violence or intimidation due to either the actual or potential characteristics or personal attributes of the individual when associated with the company.

³ Name, registered number and registered address.

⁴ Include if the company has an email address.

⁵ Include if the individual has an email address.

⁶ The application **must** be accompanied by evidence of the company's statement of the grounds on which the application is being made.

Yours faithfully,

<<Insert name of company secretary
For and on behalf of << Insert name

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