

**Notice regarding LLP (legal entity)**

[<<Insert Name of LLP (legal entity)>>] (the "LLP")

<< insert date>>

[By post/email]

Dear [<< insert name >><sup>1</sup> on behalf of << insert name >>],

**Statutory Notice: Obligation to update information on Register of People with Significant Control up to date**

In accordance with Part 21A of the Companies Act 2006, and the Limited Liability Partnerships (Register of People with Significant Control) Regulations 2016<sup>2</sup> (the "Legislation"), we are under a duty to maintain our Register of People with Significant Control ("PSC Register").

We have reasonable cause to believe that a change has occurred to the following particulars stated in respect of << insert name >> on our PSC Register.

We therefore require you, to provide the following information by email to the address shown above], within one calendar month of the date of this notice, the following information concerning your interest, if any, in << insert name >>:

- 1) Whether or not any such registered change has occurred;
- 2) If so, the date of that change;
- 3) To confirm or correct the following information supplied in this notice:
  - [Name – i.e. corporate or individual name]
  - [Address of registered office]
  - [Legal form of the partnership]
  - [If applicable, the registered office of the state] and its country of incorporation
  - [Date on which it became a limited liability partnership in relation to the LLP]
  - [The nature of its control over the LLP]

You should be aware that failure to provide the information required by this notice, or providing false information, may result in a penalty of up to two years imprisonment, or a fine (or both). You must provide the information until such time as you have completed the update, unless you can provide a valid reason sufficient to justify your failure to do so.

Full details of your obligations can be found on the [www.gov.uk](http://www.gov.uk) website.

We look forward to hearing from you.

<sup>1</sup> This will most likely be addressed to a director of the LLP.

<sup>2</sup> These regulations apply Part 21A of, and Schedule 1 of, the Companies Act 2006 (as inserted by the Small Business Enterprise and Employment Act 2015), and the Register of People with Significant Control Regulations 2016, to LLPs with modifications.

Yours faithfully,

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<<Insert Name of Designated Member>>

For and on behalf of:

<<Insert Name of Limited Liability Company>>

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