

S

[<<Insert Name of Partnership>>] (the “LLP”)

<< insert date>>

[By post/email]

Dear << insert name of PSC >>/[<< insert name of RLE >>],

### Register of People with Significant Interests Notice

On << insert date>> we sent you a notice under section [790D / 790E] of the Companies Act 2006 (the Act) requiring that you provide information concerning your interest, if any, in the LLP or your knowledge of any other person or legal entity that might have such an interest.

A copy of the section [790D / 790E] of the Act is included with this notice.

You have failed to comply with the obligation notwithstanding our having written to you on << insert date>> to remind you of your obligation and of the legal penalties.

We are therefore writing to you pursuant to section [790D / 790E] of Schedule 1B to the Companies Act 2006 to give you notice that, in consequence of having failed to comply with the notice issued to you on << insert date>>, the LLP will issue you with a formal restriction notice on << insert date>> unless you have complied with the section [790D / 790E] of the Act, the LLP will issue you on << insert date>> within one calendar month of the date of this notice. You should consider any reasons you provide to us with as to why you have failed to comply.

The effect of such a restriction notice will be that:

- Any transfer of your interest in the LLP (other than in a liquidation) will be void.
- No rights are exercisable in respect of your interest, whether or not they are enforceable against the LLP.
- Except in a liquidation, no sums due from the LLP in respect of your interest, whether or not they are enforceable against the LLP, may be paid or otherwise.

When a restriction notice has been issued, any act, or failure to act, may constitute an offence:

- Exercising or purporting to exercise any right or power in respect of your interest;

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

A

M

P

L

- Exercising or purporting to exercise any right to be issued with your interest;
- Voting in respect of your interest (whether as holder of the interest or as proxy) or appointing a proxy to vote in respect of your interest;
- Failing to notify a person (whether as holder of the interest or as proxy) of your interest, whether as holder of the interest or as proxy, if you do not know to be aware that your interest is subject to restrictions;
- Entering into an agreement (whether as holder of the interest or as proxy) for or any associated right (except in connection with a liquidation).

Full details of your obligations under the Act and the penalties for failure to comply with them can be found on the Companies Act website.

We look forward to hearing from you in due course to avoid the need for this further action.

Yours faithfully,

.....  
<<Insert Name of Designated Member>>

For and on behalf of:

<<Insert Name of Limited Liability Partnership>>