

## Letter from PSCs/RLEs to Company

relevant change – purchase of

To: << insert name and address of

From: << insert name and address

<< insert date>>

[By post/email]

Dear << insert name >><sup>1</sup>,

### Update to PSC information

[<<Insert Company Name Limited

[/We] understand that in accordance with the Companies Act 2006 and the Register of People with Significant Control (the "Legislation"), [I/we] have a duty to notify the Company of any particulars in order for the Company to fulfil its obligation under the Legislation ("PSC Register") up to date.

[I/we] confirm that following [my/our] acquisition of [number] shares of £• each in the capital of the Company on < insert completion date>> in accordance with an agreement dated <<insert date>> [I/we] are a [person/people] OR [relevant legal entity] within the meaning of the Legislation.

[I/We] confirm that [my/our] requirement is not held jointly with or on behalf of any other person or entity and are as follows:

### EITHER

Required Particulars for << PSCs

<b>Name</b>	<< insert name >> [relevant details>>
<b>Service Address</b>	<< insert address >> [relevant details>>
<b>Country/State/Part of UK where</b>	<< insert country/state/part of UK >> [relevant details>>
<b>Nationality</b>	<< insert nationality >> [relevant details>>
<b>Date of Birth</b>	<< insert date of birth >> [relevant details>>
<b>Usual residential address</b>	<< insert address >> [relevant details>>
<b>Date first became registrable</b>	<< insert date >> [relevant details>>
<b>Nature of control<sup>2</sup></b>	<< insert details >> [relevant details>>, directly or indirectly, [number]

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

	<p>es of £● each in the capital of the constituting more than % [but not more than [50/75]%) of in the Company.</p> <p>, directly or indirectly, [25/50/75]%) ore than [50/75]%) of the voting e Company.</p> <p>directly or indirectly, to appoint or majority of the board of directors of ny.</p> <p>e the right to exercise, or actually significant influence or control over ny.</p>
Restrictions in force <sup>3</sup>	levant details>>

OR

Required Particulars for << RLEs

Name of legal entity, i.e corporate name	levant details>>
Registered or principal office address	levant details>>
Legal form of entity and law by which governed	levant details>>
If applicable, any register in which appears (including details of and its registration number <sup>4</sup> )	levant details>>
Date RLE first became registrable	levant details>>
Nature of control <sup>5</sup>	<p>, directly or indirectly, [number] es of £● each in the capital of the constituting more than % [but not more than [50/75]%) of in the Company.</p> <p>, directly or indirectly, [25/50/75]%) ore than [50/75]%) of the voting e Company.</p>

<sup>2</sup> There are 5 conditions set out in the legislation for and include all of these. **The official wording must**

<sup>3</sup> If the individual has applied to the registrar of companies must be stated.

<sup>4</sup> If the RLE is entered on another register in the UK (companies in another country), this must be noted

<sup>5</sup> There are 5 conditions set out in the legislation for and include all of these. For information on relevant

must identify which of the conditions are relevant

disclosure of these particulars to be restricted, this

or overseas (the central public register of

must identify which of the conditions are relevant  
ance Note. **The official wording must be used.**

directly or indirectly, to appoint or  
majority of the board of directors of  
.  
  
the right to exercise, or actually  
significant influence or control over  
.

[I/We] should be grateful if you would  
has been updated accordingly.

letter and that the PSC Register

Yours faithfully,

.....

<< insert name >>

OR

For and on behalf of:

<<Insert Company Name Limited>>

S  
A  
M  
P  
L  
E