

Letter from PSCs/RLEs to Companies

relevant change – sale of shares

To: << insert name and address of

From: << insert name and address of

<< insert date>>

[By post/email]

Dear << insert name >>¹,

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 change in the particulars in order for the Company to fulfil its obligation under the Legislation to keep the Register of People with Significant Control ("PSC Register") up to date.

[I/we] confirm that on < insert company name > [ordinary] shares of £• each in the share capital of the Company to <<insert name of buyer>> pursuant to a purchase agreement dated <<insert date>>.

[I/We] confirm that as of <<insert date>> [person/people] [am/are] no longer [[a] registrable person/people] OR relevant legal entity in relation to the Company, having ceased to:

- control directly or indirectly the Company;
- hold the right to appoint or remove a director of the Company; and
- have any right to exercise significant influence or control over the Company.

[I/We] should be grateful if you would confirm in writing that the PSC Register has been updated accordingly.

Yours faithfully,

.....

<< insert name >>

OR

For and on behalf of:

<<Insert Company Name Limited>>

¹ This will most likely be addressed to a director of the Company.