

Pro-forma reply slip to ECCT – full names of shareholders.

To:

<<Insert Company Name Limited>>

<<Insert Company's Address>>

[<<Insert Company's email address>>]

By post/email

<< insert date>>

Dear <<Insert name of Company Shareholder>>,

Economic Crime and Corporate Transparency Act 2023 (ECCT) – full names of shareholders

In reference to your letter dated <<insert date>> and below the details you require to be confirmed.

Delete as appropriate:

- I am a shareholder in the <<insert relevant details>> shares [in my own name/jointly with <<insert relevant details>>]
- My name as recorded in <<insert relevant details>> is my correct full name/not my correct full name].
- [My full name as recorded in <<insert relevant details>> (not other official document>>)] is <<insert relevant full name>>.
- My service address is <<insert relevant details>> address>>.

Yours faithfully,

<< insert name of shareholder>>