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| |  | | --- | | **FORM OF NOTICE MENTIONED IN SECTION 386AG(2)(*a*) OF COMPANIES ACT** | | Date of notice: [Date that the notice is sent] | | Dear [Addressee], | | We know or have reasonable grounds to believe that you are a registrable controller of [name of company or foreign company]. | | This notice is sent under section 386AG(2)(*a*) of the Companies Act 1967 and requires you to provide the following information within 30 days after the date of this notice. Please send your reply to [address of company or foreign company]. Failure to provide the information required by this notice may be an offence. | | 1.  Are you a registrable controller of [name of company or foreign company]? | | Your reply: Yes / No\* | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | \* | Delete as appropriate. If your reply is yes and you are an individual, please provide the particulars in sub‑paragraph (*a*). If your reply is yes and you are a legal entity, please provide the particulars in sub‑paragraph (*b*). | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (*a*) | If your reply is yes and you are an individual, please provide the following particulars: | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (i) | your full name: ………………………………………………… | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (ii) | your aliases, if any: ……………………………………………. | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (iii) | your residential address: ………………………………………. | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (iii*a*) | your email address: .................................................... | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (iii*b*) | your contact number: ................................................. | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (iv) | your nationality: ……………………………………………….. | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (v) | your identity card number or passport number: ………………... | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (vi) | your date of birth: ……………………………………………… | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (vii) | the date on which you became an individual controller of [name of company or foreign company]: ……………………………... | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (*b*) | If your reply is yes and you are a legal entity, please provide the following particulars: | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (i) | your name: …………………………………………………….. | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (ii) | your unique entity number issued by the Registrar, if any: ………………………………………………………………. | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (iii) | the address of your registered office: ………………………….. | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (iii*a*) | your email address: .................................................... | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (iii*b*) | your contact number: ................................................. | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (iv) | your legal form: ………………………………………………... | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (v) | the jurisdiction where, and statute under which, you are formed or incorporated: ……………………………………………….. | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (vi) | the name of the corporate entity register of the jurisdiction in which you are formed or incorporated, if applicable: …………………………. | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (vii) | the identification number or registration number on the corporate entity register of the jurisdiction where you are formed or incorporated, if applicable: ………………………… | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (viii) | the date on which you became a corporate controller of [name of company or foreign company]: ……………………………... | | | | 2.  Do you know or have reasonable grounds to believe that any other person is a registrable controller of [name of company or foreign company] or is likely to have that knowledge? | | Your reply: Yes / No\* | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | \* | Delete as appropriate. If your reply is yes and the person is an individual, please provide the particulars in sub‑paragraph (*a*). If your reply is yes and the person is a legal entity, please provide the particulars in sub‑paragraph (*b*). | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (*a*) | If your reply is yes and the person is an individual, please provide the following particulars to the best of your knowledge: | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (i) | the person’s full name: ………………………………………… | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (ii) | the person’s aliases, if any: …………………………………….. | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (iii) | the person’s residential address: ……………………………….. | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (iii*a*) | the person’s email address: ........................................ | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (iii*b*) | the person’s contact number: ..................................... | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (iv) | the person’s nationality: ……………………………………….. | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (v) | the person’s identity card number or passport number: ………... | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (vi) | the person’s date of birth: ……………………………………… | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (vii) | the date on which the person became an individual controller of [name of company or foreign company]: ………………………. | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (*b*) | If your reply is yes and the person is a legal entity, please provide the following particulars to the best of your knowledge: | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (i) | the person’s name: ……………………………………………. | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (ii) | the person’s unique entity number issued by the Registrar, if any: ……………………………………………………………. | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (iii) | the address of the person’s registered office: ………………….. | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (iii*a*) | the person’s email address: ........................................ | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (iii*b*) | the person’s contact number: ..................................... | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (iv) | the person’s legal form: ………………………………………. | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (v) | the jurisdiction where, and the statute under which, the person is formed or incorporated: ……………………………………. | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (vi) | the name of the corporate entity register of the jurisdiction in which the person is formed or incorporated, if applicable: ……………………… | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (vii) | the identification number or registration number on the corporate entity register of the jurisdiction where the person is formed or incorporated, if applicable: …………………………………………………………………. | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | (viii) | the date on which the person became a corporate controller of [name of company or foreign company]: ………………………. | | | | In this notice — | | “controller”, “corporate controller”, “individual controller” and “legal entity” have the meanings given to them in section 386AB of the Companies Act 1967; | | “identity card” has the meaning given to it in section 2(1) of the National Registration Act 1965; | | “registrable” has the meaning given to it in section 386AC of the Companies Act 1967. | | Yours sincerely, | | [Name of director, secretary or authorised representative of the company or foreign company] | | Director / Secretary / Authorised representative\* | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | \* | Delete as appropriate | | | | [Name of company or foreign company] | | [To be completed by [Addressee]] | | The information that I have provided in response to this notice is true and accurate. | | [To affix signature of Addressee and date of the signature] | |

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