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| **FORM OF NOTICE MENTIONED IN SECTION 386AG(2)(*b*) OF COMPANIES ACT** |
| Date of notice: [Date that the notice is sent] |
| Dear [Addressee], |
| We know or have reasonable grounds to believe that you know or have reasonable grounds to know the identity of a person who is a registrable controller of [name of company or foreign company] or is likely to have that knowledge. |
| This notice is sent under section 386AG(2)(*b*) 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. |
| If you are a registrable controller of [name of company or foreign company], please notify [name of company or foreign company] that you are a registrable controller and provide your particulars to [name of company or foreign company], as required under section 386AJ of the Companies Act 1967. |
| 1.  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] |