

**FORM OF NOTICE MENTIONED IN SECTION 386AIA(1) OF COMPANIES ACT**

Date of notice: [Date that the notice is sent]

Dear [Addressee],

We seek your confirmation:

- (a) whether or not you are still a registrable controller of [name of company or foreign company];
- (b) whether or not any relevant change has occurred in your particulars that are stated in the register of controllers of [name of company or foreign company]; and
- (c) whether your particulars that are stated in the register of controllers of [name of company or foreign company] are correct.

This notice is sent under section 386AIA(1) 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 still a registrable controller of [name of company or foreign company]?

Your reply: Yes / No\*

\* Delete as appropriate. If your reply is no, please state the date on which you ceased to be a registrable controller of [name of company or foreign company]:  
.....

2. Your particulars that are stated in the register of controllers of [name of company or foreign company] are set out below. Has any relevant change occurred as a result of which any of those particulars is incorrect or incomplete?

[Set out particulars of addressee that are stated in the register of controllers]

Your reply: Yes / No\*

\* Delete as appropriate. If your reply is yes, please provide the following information:  
.....

(a) the date of the relevant change:  
.....

(b) the correct or complete particulars:  
.....

3. Your particulars that are stated in the register of controllers of [name of company or foreign company] are set out under paragraph 2. Are your particulars set out under paragraph 2 correct?

Your reply: Yes / No\*

\* Delete as appropriate. If your reply is no, please provide the correct particulars:  
.....

In this notice, “register of controllers” has the meaning given by section 386AB 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]