**FORM OF NOTICE MENTIONED IN SECTION 386AG(2(a) OF COMPANIES ACT**

Date of notice: ${Is Corp Rep effective date}

Dear ${Is Corp Rep Controller Name}

We know or have reasonable grounds to believe that you are a registrable controller of ${Company current name} (the “Company”).

This notice is sent under section 386AG(2)(a) of the Companies Act (Cap. 50) and requires you to provide the following information within 30 days after the date of this notice. Please send your reply to:

**${Firm Name}**

*${Firm Address}*

Failure to provide the information required by this notice may be an offence.

1. **Are you a registrable controller of the 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: | ${Controller Name} |
| (ii) your aliases, if any: |  |
| (iii) your residential address: | ${Controller address} |
| (iv) your nationality: | ${Controller nationality} |
| (v) your identity card number or passport number: | ${Controller identification no} |
| (vi) your date of birth: | ${Controller date of birth} |
| (vii) the date on which you became an individual controller of the Company: | ${effective\_date} |

(b) If your reply is yes and you are a legal entity, please provide the following particulars:

|  |  |
| --- | --- |
| (i) your name: | ${Corp Rep Controller Name} |
| (ii) your unique entity number issued by the Registrar, if any: | ${Corp Rep Controller identification no} |
| (iii) the address of your registered office: | ${Corp Rep Controller address} |
| (iv) your legal form: | ${Company Type} |
| (v) the jurisdiction where, and statute under which, you are formed or incorporated: | ${Country of Incorp} |
| (vi) the name of the corporate entity register of the jurisdiction in which you are formed or incorporated, if applicable: | ${Corporate Entity} |
| (vii) the identification number or registration number on the corporate entity register of the jurisdiction where you are formed or incorporated, if applicable: | ${Corp Rep Controller identification no} |
| (viii) the date on which you became a corporate controller of the Company: | ${Corp Rep effective date} |

1. **Do you know or have reasonable grounds to believe that any other person is a registrable controller of the 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: |  |
| (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 the 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: |  |
| (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 the 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;

“identity card” has the meaning given to it in section 2(1) of the National Registration Act (Cap. 201);

“registrable” has the meaning given to it in section 386AC of the Companies Act.

Yours sincerely,

${Secretary\_signature}

…………………………………………

Name of secretary: ${Secretarys name - appointment}

Company Secretary of the Company

I, hereby declare that the above information given is true, complete and accurate.

…………………………………………

Name: ${Corp Rep Or Person Controller Name}

Identification No: ${Corp Rep Or Person Controller identification no}

${Corporate Representative}