

From: <<insert name of individual & address>>

To: Companies House
Crown Way
Cardiff
CF14 3UZ

<<Date>>

Dear Sir / Madam,

Application by an individual requesting the registrar to refrain from using or disclosing that individual's secured information

In accordance with regulation 36 of The Companies (Protection of Secured Information) Regulations 2016 (the "Regulations"), I am making this application to request the registrar to refrain from using or disclosing my secured information relating to me.

I am making this application in my capacity as <<insert relevant details>>¹.

In accordance with the Regulations, I am providing the following information:

1. The grounds on which this application is made are <<insert relevant details>>².
2. My full name is <<insert relevant details>>].
3. My date of birth is <<insert relevant details>>].
4. My usual residential address is <<insert relevant details>>].
5. [My email address is <<insert relevant details>>].
6. The details of the company to which the application applies are <<insert relevant details>>].
7. [An application has also been made <<insert relevant section, 25, 26 or 27>>⁴ of the Regulations [and I am requesting the registrar to refrain from using or disclosing the information] <<insert relevant section, 25(2) or 26(2) or 27(2) of the Regulations>>].

I enclose the following evidence to support my application:

<<insert relevant details>>

¹ The individual must either be a registrable person in relation to a company; or have previously been a registrable person in relation to a company.

² The applicant must reasonably believe that the disclosure of the information to which the application relates would put him/her at serious risk of being subjected to harassment or other adverse treatment on the basis of characteristics or personal attributes of the applicant or the company to which the application relates.

³ Include if the individual has an email address.

⁴ An individual may also be the subject of an application for the registrar to refrain from using or disclosing the individual's residential address to which the application relates as well as making of an application (by an individual, company or other person) requesting the registrar to refrain from using or disclosing the individual's residential address to which the application relates.

⁵ The application **must** be accompanied by evidence in support of the applicant's statement of the grounds on which the application is being made.

[I should be grateful if you would con sideration.]

Thank you for your attention in this m

Yours faithfully,

<< Insert name of individual >>

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