

## LETTER TO COMPANY (2) –

### FINAL DRAFT OF PSG CERTIFICATE OF TITLE

(based on the CLLS Certificate of Title

(Seventh Edition 2016 Update)



This is the **second** of two letters which may be sent by the solicitors giving the Certificate to the Company requesting relevant information and confirmations to enable the solicitors to prepare and issue the Certificate.

This letter may be sent with the final draft of the Certificate, which is highlighted to show the changes from the version previously seen by the Company. This letter requires the Company's confirmation that the information contained in the final draft of the Certificate (which will include any disclosures) is complete and accurate in all respects.

The first letter, which can be found on the PSG's website, may be sent with the first draft of the Certificate and gives the Company the opportunity to highlight points in the Certificate which it cannot confirm and certain other information.

These letters will need to be amended where a company in the same group of companies as the Company provides documents or information to the solicitors, or where there is a corporate acquisition and confirmations will need to be obtained from the seller of the shares in the Company as well as the Company.

There is no obligation to use these letters. Solicitors may wish to obtain the required information and confirmations from the Company using other documentation, such as questionnaires or other types of enquiries.

**Please ensure this page is removed before sending this letter out.**

Version 2  
July 2021

**OLSWANG**



# OLSWANG

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Version 2  
July 2021



The Directors  
[Name and address of Company] ("**Company**")  
[Date]

Dear [Name of addressee]

**CERTIFICATE OF TITLE RELATING TO [ ] ("**Property**")**

We previously sent you a draft of the certificate of title in respect of the Property and a letter requesting you to:

- confirm that to the best of the knowledge, information and belief of the Company, the information contained in the draft certificate is complete and accurate in all respects; and
- provide further confirmation as to certain specific points in the letter.

You kindly provided the confirmations requested [with certain exceptions which we have reflected in the final draft of the certificate].

[You also kindly provided information about the location of access points to the Property [and certain changes of use and the carrying out of certain works].]

The terms of the certificate require us to obtain confirmation from the Company within the five working days before the date of the certificate that to the best of the knowledge, information and belief of the Company the information contained in the final draft of the certificate is complete and accurate in all respects.

We therefore enclose the final draft of the certificate and we have highlighted any changes from the draft previously sent to you. Please can you confirm, by countersigning the enclosed duplicate of this letter, that to the best of the knowledge, information and belief of the Company, the information contained in the final draft of the certificate is complete and accurate in all respects.

[You should note the position referred to in clause 4.3 of the certificate where the Company will be acquiring the Property from the Seller (as defined in the certificate).]

Yours faithfully

**[LAW FIRM SIGNATURE]**

***On duplicate***

We acknowledge receipt of the original of the above letter together with the final draft certificate of title referred to. We confirm that to the best of our knowledge, information and belief, the information contained in the final draft of the certificate is complete and accurate in all respects.

.....  
Director for [NAME OF COMPANY]

Dated this [ ] day of [ ] 20[ ].