Annex 10

Refusal of Request to [Incorporate / Become a Company Limited by Shares / Qualifying Body]

[*date*]

Dear [*name*]

Contract No [insert contract number]

Request to become a [limited liability / company limited by shares / qualifying body / other]

Thank you for your letter dated [*insert date*], informing us of your intention to incorporate and returning your completed medical incorporation assessment template.

Having reviewed your request, we regret to inform you we have refused your request to incorporate. This is because:

[*insert reasons – Commissioner to ensure that the rational for refusal is reasonable and legitimate]*

If you do not agree with our decision, you should contact us within 28 days of this notice. If, after making every reasonable effort, we are unable to resolve the dispute, you may wish to refer the matter to the NHS dispute resolution procedure by sending a written request to:

NHS Litigation Authority, FHS Appeal Unit

1 Trevelyan Square, Leeds, LS1 6AE

You do, of course, retain the right to seek support from your representative or defence body or Local Medical Committee.

Yours sincerely

*[name]*

*[title]*