

PSC04

Change of details of individual person with significant control (PSC)

What this form is for
You may use this form to give notice of a change to the details of an individual who is a person with significant control (PSC).

What this form is NOT for
You cannot use this form to change the details of a relevant legal entity RLE (use PSC05) or an other registrable person (ORP) (use PSC06).

Don't use this form if any individual PSC is applying or has applied for protection from having their details disclosed on the public register.
Contact secureforms@companieshouse.gov.uk to get the correct form.

1 Company details

Company number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Company name in full	<input type="text"/>							
	<input type="text"/>							

Filling in this form
Please complete in typescript or in bold black capitals.

All fields are mandatory unless specified or indicated by *

2 Individual's current details

Month/year of birth*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title*	<input type="text"/>								
Full forename(s)	<input type="text"/>								
Surname	<input type="text"/>								

3 Date of change of details

Date of change of details	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Please complete the appropriate sections to indicate which details have changed on this date.									

4 Change of name

Title*	<input type="text"/>
Full forename(s)	<input type="text"/>
Surname	<input type="text"/>

5 Change of service address

Building name/number	<input type="text"/>
Street	<input type="text"/>
	<input type="text"/>
Post town	<input type="text"/>
County/Region	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text"/>

This page is not shown on the public record**Do not cover this barcode****5a****Change of usual residential address**

Please complete this section if the usual residential addresss has changed.

Building name/number

Street

Post town

County/Region

Postcode

Country

Section 790ZF of
Companies Act 2006**Section 790ZF exemption**

Only tick the box below if the individual is in the process of applying for, or has been granted, exemption by the Registrar from disclosing his or her usual residential address to credit reference agencies under section 790ZF of the Companies Act 2006.

☐**Different postal address:**

If the individual is applying for, or has been granted, a section 790ZF exemption, please post this whole form to the different postal address below:
The Registrar of Companies, PO Box 4082, Cardiff, CF14 3WE.

Where the individual is applying for a section 790ZF exemption with this form, the application and this form must be posted together.

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Change of other details

Change of Country/
State of residence

Change of nationality

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Change of nature of control

Please indicate how the individual is a person with significant control over the company

Ownership of shares

The individual holds, directly or indirectly, the following percentage of shares in the company (tick only one):

- ☐ more than 25% but not more than 50%
- ☐ more than 50% but less than 75%
- ☐ 75% or more

Ownership of voting rights

The individual holds, directly or indirectly, the following percentage of voting rights in the company (tick only one):

- ☐ more than 25% but not more than 50%
- ☐ more than 50% but less than 75%
- ☐ 75% or more

Ownership of right to appoint/remove directors

- ☐ The individual holds, directly or indirectly, the right to appoint or remove a majority of the board of directors of the company.

Significant influence or control (Only tick if none of the above apply)

- ☐ The individual has the right to exercise, or actually exercises, significant influence or control over the company.

Change of nature of control by a firm over which the individual has significant control

The individual has the right to exercise or actually exercises significant influence or control over the activities of a firm that is not a legal person under its governing law, and:

the members of that firm (in their capacity as such) hold, directly or indirectly, the following percentage of shares in the company (tick only one):

- ☐ more than 25% but not more than 50%
- ☐ more than 50% but less than 75%
- ☐ 75% or more

the members of that firm (in their capacity as such) hold, directly or indirectly, the following percentage of voting rights in the company (tick only one):

- ☐ more than 25% but not more than 50%
- ☐ more than 50% but less than 75%
- ☐ 75% or more

☐ the members of that firm (in their capacity as such) hold the right, directly or indirectly, to appoint or remove a majority of the board of directors of the company

☐ the members of that firm (in their capacity as such) have the right to exercise, or actually exercise, significant influence or control over the company.

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Change of nature of control by a trust over which the individual has significant control

The individual has the right to exercise or actually exercises significant influence or control over the activities of a trust and:

the trustees of that trust (in their capacity as such) hold, directly or indirectly, the following percentage of shares in the company (tick only one):

- ☐ more than 25% but not more than 50%
- ☐ more than 50% but less than 75%
- ☐ 75% or more

the trustees of that trust (in their capacity as such) hold, directly or indirectly, the following percentage of voting rights in the company (tick only one):

- ☐ more than 25% but not more than 50%
- ☐ more than 50% but less than 75%
- ☐ 75% or more

- ☐ the trustees of that trust (in their capacity as such) hold the right, directly or indirectly, to appoint or remove a majority of the board of directors of the company

- ☐ the trustees of that trust (in their capacity as such) have the right to exercise, or actually exercise, significant influence or control over the company.

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Register entry date

Give the date on which you made this update to the company's PSC register.

Date

d	d	m	m	y	y	y	y
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Signature

I am signing this form on behalf of the company.

Signature

Signature

This form may be signed by:

Director, Secretary, Person authorised, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.

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Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below:

For companies registered in England and Wales:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.

For companies registered in Scotland:

The Registrar of Companies, Companies House,
Fourth floor, Edinburgh Quay 2,
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF.
DX ED235 Edinburgh 1
or LP - 4 Edinburgh 2 (Legal Post).

For companies registered in Northern Ireland:

The Registrar of Companies, Companies House,
Second Floor, The Linenhall, 32-38 Linenhall Street,
Belfast, Northern Ireland, BT2 8BG.
DX 481 N.R. Belfast 1.

Section 790ZF exemption

If you are applying for, or have been granted a section 790ZF exemption, please post this whole form to the different postal address below:

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Cardiff, CF14 3WE.