HMRC - MLR2R15100 - MLR2 Registration Team Action

Regulation 57(4) requires MLR businesses to notify us of any material change or inaccurracy to their registration details within 30 days of the change occurring or discovery of the inaccuracy. HMRC may agree an extension to this time in certain circumstances.

These changes, among others include:

key persons in the business such as directors, partners or owners

criminal convictions for relevant offences in the business listed in schedule 3 of the regulations

additional premises or agents

premises that are no longer used for business activities covered by the Regulations.

See Guidance for more information

Changes to the nominated officer and compliance officer must be reported within 14 days of the change.

Businesses that have an online account can sign into their account and make the changes. Businesses who do not have an online account should complete a ‘reporting changes’ form.

Compliance interventions can also establish a failure to notify changes and inaccuracies. In such cases, you will receive a report from the Officer informing you of this fact and giving any details that they have established. You must ensure you have confirmation of the details via an MLR RCT1 form completed by the business before updating the system.

In many cases failure to notify changes or inaccuracies to registration details will be the result of careless error or neglect.

See Penalties guidance MLR1 for guidance on when a warning letter or penalty should be issued for failure to notify us of registration detail changes.

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