

# PSC04

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



Companies House

✓ **What this form is for**  
You may use this form to change the details of an individual who is a person with significant control (PSC) if you have elected to keep PSC register information on the public register.

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

For further information, please refer to our guidance at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number	<input type="text"/>
Company name in full	<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 ①

Month/year of birth* ②	<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"/>						

① **Current details**  
This information is used to identify the details on the public record.  
  
② This is voluntary information and if completed it will be placed on the public record.

### 3 Date of change of details ③

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"/>
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Please complete the appropriate sections to indicate which details have changed on this date.

③ **Please enter the date that the change occurred.**  
Give details of all of the changes that occurred on this date. If you need to enter more than one date, please use a separate form.

### 4 Change of name

Title*	<input type="text"/>
Full forename(s) ④	<input type="text"/>
Surname ④	<input type="text"/>

④ **New name**  
Please enter the new name.

### 5 Change of service address ⑤

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

⑤ **Service address**  
This is the address that will appear on the public record. This does not have to be the individual's residential address.  
  
If you provide the individual's residential address here it will appear on the public record.  
  
Please complete Section 5a if the individual's usual residential address has changed.

**This page is not shown on the public record**



Do not cover this barcode

5a

### Change of usual residential address <sup>①</sup>

	Please complete this section if the usual residential addresss has changed.						
Building name/number							
Street							
Post town							
County/Region							
Postcode							
Country							

#### ① Change of PSC's usual residential address

You can state 'Same as service address' in this section if the usual residential address is same as the service address.

You cannot state 'Same as service address' if the service address has been stated in Section 5 as 'The Company's Registered Office'. You will need to complete the address in full.

This address cannot be a PO Box, DX or LP (Legal Post in Scotland) number.

Section 790ZF of Companies Act 2006

### Section 790ZF exemption <sup>②</sup>

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.

② If the individual is currently in the process of applying for or has been granted a section 790ZF exemption, you may wish to check you have not entered the individual's usual residential address in section 5 as this will appear on the public record.

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**6****Change of other details**Change of Country/  
State of residence

Change of nationality

**7****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

**Tick each that apply.**

Tick any new conditions that apply to the individual, as well as any which continue to apply.

**Nature of control by a firm over which the individual has significant control <sup>①</sup>**

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

**① Tick each that apply.**

Tick any new conditions that apply to the members of the firm, as well as any which continue to apply.

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

### 9 Nature of control by a trust over which the individual has significant control <sup>1</sup>

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

#### <sup>1</sup> Tick each that apply.

Tick any new conditions that apply to the trustees of the trust, as well as any which continue to apply.

### 10 Signature

I am signing this form on behalf of the company.

Signature

Signature

X

X

This form may be signed by:  
Director, Secretary, Person authorised<sup>1</sup>, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.

#### <sup>1</sup> Person authorised

Under either section 270 or 274 of the Companies Act 2006.

You must not send this form unless the individual with significant control has confirmed to you that the details of the change are correct.

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### Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name

Company name

Address

Post town

County/Region

Postcode

Country

DX

Telephone



### Checklist

**We may return forms completed incorrectly or with information missing.**

**Please make sure you have remembered the following:**

- You are only using this form if the company has elected to keep PSC register information on the public register.
- The company name and number match the information held on the public Register.
- You have completed in Section 3 the date of change of details.
- Any new address must be a physical location. They cannot be a PO Box number (unless part of a full service address), DX or LP (Legal Post in Scotland) number.
- You have entered the relevant change of details.
- You have signed the form.



### Important information

**All information on this form will appear on the public record, apart from information relating to usual residential addresses.**



### 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:

The Registrar of Companies, PO Box 4082,  
Cardiff, CF14 3WE.



### Further information

For further information, please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

**This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**