

PSC REGISTER – INDIVIDUALS¹

Name	<< insert relevant details>>
Service Address	<< insert relevant details>>
Country/State/Part of UK where resident	<< insert relevant details>>
Nationality	<< insert relevant details>>
Date of Birth	<< insert relevant details>>
Usual residential address	<< insert relevant details>>
Date first became registrable²	<< insert relevant details>>
Nature of control³	<< insert relevant details>>
Restrictions in force⁴	<< insert relevant details>>

Status of register⁵:

<< insert relevant details re status/prescribed wording & date>>

¹ The information included must all be confirmed information.

² For existing companies completing a PSC register for the first time in April 2016, this date will be 6th April 2016.

³ There are 5 conditions set out in the legislation for identifying the nature of a PSC. The PSC register must identify which of the conditions are relevant and include all of these. For information on relevant conditions, please see our PSC Guidance Note. The official wording is also set out in Annex 2 to the Government's PSC Guidance and must be used. For Conditions 1 & 2 which deal with directly or indirectly holding more than 25% of the shares or voting rights of the company, percentage holdings are divided into three bands and exact percentages do not need to be stated. The bands are (1) more than 25% but not more than 50%, (2) more than 50% but not more than 75%, or (3) 75% or more. See www.gov.uk for more detail.

⁴ Are there any restrictions on disclosing the PSC's information to the public? Any restrictions that are in place must be stated.

⁵ Prescribed wording should also be included within the PSC Register to reflect the progress a company is making in identifying its PSCs. See notes below.

Notes to accompany register re status:

Prescribed wording should also be included within the PSC Register to reflect the progress a company is making in identifying its PSCs.

For example:

“The Company has not yet completed taking reasonable steps to find out if there is anyone who is a registrable person or registrable relevant legal entity in relation to the company.”

There is a comprehensive list of all appropriate wording to be included in the PSC register in the PSC Guidance which has been issued and can be freely accessed at www.gov.uk

Note that the PSC Register must **never** be left empty. Even if after having taken reasonable steps, the company is confident that there are no individuals or legal entities which meet any of the conditions to be included in the PSC Register, this fact **must** be stated. The register must say:

“The company knows or has reasonable cause to believe that there is no registrable person or registrable relevant legal entity in relation to the company.”

Further note that where any of the status statements ceases to be true, the company must note that fact on its PSC Register together with the date on which the statement ceased to be accurate. For example, if the PSC Register contains the statement: “The company has given notice under section 790D of the Act that has not been complied with”, and the company then receives a late response with all the requested information, it must update its register with a new statement (dated) to reflect the position as follows: “The notice has been complied with after the time specified in the notice”, together with the PSC’s information.