

# SQP PSC04

## Change of details of individual person with significant control (PSC) of a Scottish qualifying partnership



Companies House

**✓ What this form is for**  
You may use this form to change the details of an individual who is a PSC of a Scottish partnership (which is not a limited partnership) which has no natural person partners.

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

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

**Do not 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](mailto:secureforms@companieshouse.gov.uk) to get the correct form.**

### 1 Partnership details

Registered 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"/>	<input type="text"/>
Partnership 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"/>	<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"/>	<input type="text"/>	<input type="text"/>
---------------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

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.

# SQP PSC04

Change of details of individual person with significant control (PSC)  
of a Scottish qualifying partnership



**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 address has changed.

Building name/number

Street

Post town

County/Region

Postcode

Country

### <sup>1</sup> 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 partnership's service address'. You will need to complete the address in full.

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



# SQP PSC04

Change of details of individual person with significant control (PSC)  
of a Scottish qualifying partnership

6

## Change of other details

Change of Country/  
State of residence

Change of nationality

7

## Change of nature of control for an individual <sup>1</sup>

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

### Share of assets

The individual holds, directly or indirectly, the right to the following percentage of the surplus assets of the partnership on a winding up (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 any voting rights in the partnership (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 management

- The individual holds, directly or indirectly, the right to appoint or remove a majority of the persons entitled to take part in the management of the partnership.

### 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 partnership.

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

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

Only tick the 4th statement (Significant influence or control) if none of the previous statements apply

## SQP PSC04

Change of details of individual person with significant control (PSC)  
of a Scottish qualifying partnership

### 8 Change of 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 right to the following percentage of any surplus assets on a winding up of the partnership (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 any voting rights in the partnership (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 persons entitled to take part in the management of the partnership
- the members of that firm (in their capacity as such) have the right to exercise, or actually exercise, significant influence or control over the partnership.

**① Tick each that apply.**

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

# SQP PSC04

Change of details of individual person with significant control (PSC) of a Scottish qualifying partnership

## 9 Change of 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 right to the following percentage of any surplus assets on a winding up of the partnership (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 any voting rights in the partnership (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 persons entitled to take part in the management of the partnership

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

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

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

## 10 Signature

I am signing this form on behalf of the partnership.

Partner's signature

Signature

X

X

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

# SQP PSC04

Change of details of individual person with significant control (PSC)  
of a Scottish qualifying partnership



## 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:**

- The partnership 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 address below:

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).



## 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)