

DON'T  
STAPLE

# SE CH01

## Change of member's details of a supervisory organ of a United Kingdom Societas (UKS)



Companies House

**✓ What this form is for**

You may use this form to change the details of a member of a supervisory organ of a UKS.

**✗ What this form is NOT for**

You cannot use this form to change the details of a corporate member of a supervisory organ of a UKS. To do this, please use form SE CH02 'Change of corporate member's details of a supervisory organ of a United Kingdom Societas (UKS)'.

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

**1 UKS details**UKS number UKS name in full   
**→ Filling in this form**

Please complete in typescript or in bold black capitals.

All fields are mandatory unless specified or indicated by \*

**2 Member's current details on the Register ①**Month/year of birth\* ② **X X**    Title Full forename(s) Surname **① Current details**

This information is used to identify your 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**Date of change of details    

Please complete the appropriate sections to indicate which of your details have changed.

**4 Change of name details**Title \* Full forename(s) ③ Surname ③ **③ New name**

Please enter your new name.

**5 Change of service address ④**Building name/number Street   
Post town County/Region Postcode Country 

☐ I confirm that there has been no change in the UK Societas's register of members' residential addresses.

**④ Service address**

This is the address that will appear on the public record. This does not have to be your usual residential address.

Please state 'The UK Societas's Registered Office' if your service address is recorded in the UKS register of members as the UKS registered office.

If you provide your residential address here it will appear on the public record.

Please complete Section 5a if your 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 you have changed your usual residential address.							
Building name/number								
Street								
Post town								
County/Region								
Postcode								
Country								

**① Change of member's usual residential address**

Please state 'Same as service address' in this section if your usual residential address is recorded in the UKS's register of members residential addresses as 'Same as service address'.

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

This cannot be a PO Box, or DX number.

Section 243 of  
Companies Act 2006

**Section 243 exemption<sup>②</sup>**

Only tick the box below if you are in the process of applying for, or have been granted, exemption by the Registrar from disclosing your usual residential address to credit reference agencies under section 243 of the Companies Act 2006.

☐**Different postal address:**

If you are applying for, or have been granted, a section 243 exemption, please post this whole form to the different postal address below:  
The Registrar of Companies, PO Box 4082, Cardiff, CF14 3WE.

Where you are applying for a section 243 exemption with this notice, the application and this form must be posted together.

**②** If you are currently in the process of applying for, or have been granted, a section 243 exemption, you may wish to check you have not entered your usual residential address in Section 5 as this will appear on the public record.

# SE CH01

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6

## Change of other details

Change of country/  
state of residence

Change of nationality

Change of business  
occupation

7

## Signature

I am signing this form on behalf of the UK Societas.

Signature

Signature

X

X

This form may be signed by: Member of management organ of the UKS,  
Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager.

# SE CH01

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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:**

- ☐ The UKS name and number match the information held on the public Register.
- ☐ You have completed in Section 3 the date of change of details.
- ☐ If you have changed the service address, you have ticked the no change box in Section 5 to indicate no change in your usual residential address or provided your new usual residential address in Section 5a.
- ☐ Any new address must be a physical location. They cannot be a PO Box number (unless part of a full service address), or DX number.
- ☐ You have entered the relevant change of details.
- ☐ You have signed the form.



## Important information

**Please note that 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 a UKS registered in England and Wales:**

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

**For a UKS registered in Scotland:**

The Registrar of Companies, Companies House,  
Fourth floor, Edinburgh Quay 2,  
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF.  
DX ED235 Edinburgh 1

**For a UKS 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 243 exemption

If you are applying for, or have been granted a section 243 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)**

# SE CH01

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### Supplementary guidance

In completing this form you will need to know how the operation of the register of members and register of members' residential addresses kept by the UK Societas (UKS) affects it.

### **A** Entries for a member

A UKS has to keep two registers of members:

- The register of members, which will contain members' particulars except for the residential address, and
- The register of members' residential addresses.

You must inform Companies House of both addresses for each of your members. We put the service address on the public register, but keep the residential address secure and only allow certain people to see it.

If the two addresses are the same for a member, you can enter the service address in the register of members, and simply enter "same as service address" in the register of members' residential addresses.

### **B** Changes of address where you have used the "same as service address" facility

#### **B1. Changing both addresses to the same address**

If the member is changing both addresses to the same new address, the registers will look as follows:

##### - Register of members

<b>Original entry:</b>	<b>New entry:</b>
1 High Street	2 Low Street
Anytown.	Anytown
AN1 1AA	AN1 1BB

##### - Register of members' residential addresses

<b>Original entry:</b>	<b>New entry:</b>
"Same as service address"	Residential address remains the same as the service address. There is no need for a new entry in the register as the existing "same as" entry is still correct.

You must complete form SE CH01 and enter the new service address in **Section 5**. As the entry in your residential address register has not changed, (because it is still the "same as" the service address), you would tick the box in **Section 5** (confirming that there has been no change to the register of members' residential addresses). You would not then complete **Section 5a**.

#### **B2. Change of service address only**

If the member is only moving his service address, and not moving his residential address as well, the registers will look as follows:

##### - Register of members

<b>Original entry:</b>	<b>New entry:</b>
1 High Street	2 Low Street
Anytown	Anytown
AN1 1AA	AN1 1BB

##### - Register of members' residential addresses

<b>Original entry:</b>	<b>New entry:</b>
"Same as service address"	1 High Street
	Anytown
	AN1 1AA

You must complete form SE CH01 and enter in **Section 5** the new service address. As the entry in your members' residential address register has changed, (because it is not now the "same as" the service address), you do not tick the box (as there has been a change in the register of residential addresses). You need to complete **Section 5a** with the residential address.

#### **B3. Change of residential address only**

If, however, the member is only moving his residential address, and not moving his service address as well, the registers will look as follows:

##### - Register of members

<b>Original entry</b>	<b>New entry</b>
1 High Street	1 High Street
Anytown	Anytown
AN1 1AA	AN1 1AA

##### - Register of members' residential addresses

<b>Original entry</b>	<b>New entry</b>
"Same as service address"	2 Low Street
	Anytown
	AN1 1BB

You must complete form SE CH01. Do not complete the service address or tick box in **Section 5** as the usual residential address is now not the same as the service address. The entry in the register of members' residential addresses has changed, so you need to complete **Section 5a** with the residential address.

### **C** Changes of address where the addresses are different

If the addresses in the two registers are different you will need to fill in the appropriate part of the form to record any address changes. So, if only the service address changes, you only complete **Section 5** and tick the box to show there has been no change to the register of residential addresses. If only the residential address changes, you only fill in **Section 5a**. If both addresses change you would complete **Section 5**, but not tick the box (to show that there has been a change in the register of members' residential addresses), and then fill in **Section 5a**.