

**Go online to file this information**  
gov.uk/companies-house

✓ **What this form is for**  
You may use this form to give notice of a change to the details of an individual who is a person with significant control (PSC).

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

For further information, please refer to our guidance at:  
[gov.uk/companies-house](https://gov.uk/companies-house)

**Don't 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 Company details

|                |  |  |  |  |  |  |  |  |
|----------------|--|--|--|--|--|--|--|--|
| Company number |  |  |  |  |  |  |  |  |
|----------------|--|--|--|--|--|--|--|--|

|                      |  |
|----------------------|--|
| Company 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 Individual's current details <sup>1</sup>

|                                   |   |   |   |   |   |   |   |   |
|-----------------------------------|---|---|---|---|---|---|---|---|
| Month/year of birth* <sup>2</sup> | X | X | m | m | y | y | y | y |
|-----------------------------------|---|---|---|---|---|---|---|---|

|        |  |
|--------|--|
| Title* |  |
|--------|--|

|                  |  |
|------------------|--|
| Full forename(s) |  |
|------------------|--|

|         |  |
|---------|--|
| Surname |  |
|---------|--|

### 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<sup>3</sup>

|                   |   |   |   |   |   |   |   |   |
|-------------------|---|---|---|---|---|---|---|---|
| Date of change of | d | d | m | m | y | y | y | y |
|-------------------|---|---|---|---|---|---|---|---|

|         |                                                                                                      |
|---------|------------------------------------------------------------------------------------------------------|
| details | <p>Please complete the appropriate sections to indicate which details have changed on this date.</p> |
|---------|------------------------------------------------------------------------------------------------------|

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* |  |
|--------|--|

|                               |  |
|-------------------------------|--|
| Full forename(s) <sup>4</sup> |  |
|-------------------------------|--|

|                      |  |
|----------------------|--|
| Surname <sup>4</sup> |  |
|----------------------|--|

④ New name

Please enter the new name.

|   |                                        |
|---|----------------------------------------|
| 5 | Change of service address <sup>5</sup> |
|---|----------------------------------------|

|                      |  |
|----------------------|--|
| Building name/number |  |
|----------------------|--|

|        |  |
|--------|--|
| Street |  |
|--------|--|

|           |  |
|-----------|--|
| Post town |  |
|-----------|--|

|               |  |
|---------------|--|
| County/Region |  |
|---------------|--|

|          |  |  |  |  |  |  |  |
|----------|--|--|--|--|--|--|--|
| Postcode |  |  |  |  |  |  |  |
|----------|--|--|--|--|--|--|--|

|         |  |
|---------|--|
| Country |  |
|---------|--|

**⑤ Service address**

**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 address 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.

# PSC04

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

**6**

### Change of other details

Change of Country/  
State of residence

Change of nationality

**7**

### Change of nature of control<sup>1</sup>

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.

#### **1 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

**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 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.

# PSC04

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

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### Change of nature of control by a trust over which the individual has significant control <sup>❶</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.

#### ❶ Tick each that apply

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

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### Date of confirmation

This is the date the company had confirmation of:

- there being a change in details
- how the details had changed
- the date of the change

Date

d d m m y y y y

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### Authentication

Name

Enter your printed name. You do not need to include a signature.

This form may be authenticated by:

Director <sup>❷</sup>, Secretary, Person authorised <sup>❸</sup>, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.

❷ If the form is being filed on behalf of a Societas Europaea (SE), please delete 'director' and insert details of which organ of the SE the person signing has membership.

#### ❸ Person authorised

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

You must have obtained confirmation from the individual person with significant control that their particulars are correct before sending this form to Companies House.

# PSC04

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



### 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 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 authenticated 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

#### Using the upload service

You can upload certain forms to Companies House instead of sending them by post. Search online for the 'Upload a document to Companies House' service.

#### Sending by post

If you need to post your form, you must send it to the correct address.

You must send all documents to our main office in Cardiff. This applies to all companies registered in Scotland, Northern Ireland, England and Wales.

If you do not send your documents to the correct address, your post may be re-directed and will take longer to reach us.

#### Companies House

**Crown Way  
Cardiff  
CF14 3UZ**

DX 33050 Cardiff

For more information on where to send the form visit:

**[gov.uk/companies-house/offices](https://gov.uk/companies-house/offices)**

#### Section 790ZF exemption

If you are applying for (or have been granted) a section 790ZF exemption, post this whole form to the following postal address instead:

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



### Further information

For further information, please see the guidance notes on the website at [gov.uk/companies-house](https://gov.uk/companies-house) 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 our website: [gov.uk/companies-house](https://gov.uk/companies-house)**