



# PSC Register for [FIRM NAME] as at [DATE]

PART A: Individuals								
	Name	DOB	Nationality	Country, state or part of the UK where the PSC usually lives	Service address	Usual residential address (if different)	Date person became a PSC	What is the person's PSC interest? e.g. 30% shareholder

Part B: Legal entities								
	Entity name	Registered number	Contact name	Place of incorporation	Registered address	Usual place of business (if different)	Date entity became a PSC	What is the entity's PSC interest? e.g. 30% shareholder

## IMPORTANT

- All limited companies and LLPs are caught by the requirement to keep a PSC (People with significant control) register from **6 April 2016**. This involves:
  - taking reasonable steps to identify PSCs
  - confirming people identified meet the specified criteria to qualify as a PSC (see below)
  - obtaining and recording information on the PSC register
  - keeping the information up to date
- Affected firms are required to file PSC information at Companies House from **30 June 2016**
- Failure to keep a PSC register is a **criminal offence**
- The register **must not be blank**. If the company has made enquiries and found no PSCs the following statement must be made:

*'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.'*

## What is a PSC?

The Small Business, Enterprise and Employment Act 2015 defines a PSC as a person with:

- direct or indirect ownership of more than 25% of the shares in the company
- direct or indirect control of more than 25% of the voting rights in the company



- direct or indirect right to appoint or remove or appoint a majority of the directors of the company, or
- the exercise or right exercise significant influence over the company

## Guidance

Official guidance is available at [www.gov.uk](http://www.gov.uk)