

Whilst there is no prescribed form, the information is included within it, the status of a company's PSCs/RLEs at any time. A company must always have it up to date. A company must always have it up to date on their status, on its own.

When a company has taken the time to work out the status of any PSCs/RLEs, the company must ensure that the official wording must also be used when it is entered on its PSC register. The official information on the central public register at Companies House. All entries on the PSC register should be dated.

The below wording has been taken from the official guidance and is a copy of the official wording. This can also be found on the [PSC register](#); it is not open to companies to deviate from the official wording.

The official wording below is for companies. The official wording for LLPs can be found in our PSC subfolder on LLPs. You must use the official wording for the entity concerned.

Your company has no PSCs or RLEs

- a) The company knows or has reason to believe that there is no registrable person or registrable relevant person in relation to the company.

Unidentified PSC

- b) The company knows or has reason to believe that there is a registrable person in relation to the company but has not identified the registrable person.

Unconfirmed particulars

- c) The company has identified a person in relation to the company but all of the required particulars of that person are not confirmed.

Taking reasonable steps

- d) The company has not yet carried out the reasonable steps to find out if there is anyone who is a registrable person or relevant legal entity in relation to the company.

Where any of the above statements are entered on your company's PSC register along with the statement, you must enter that on your PSC register the statement ceased to be true.

Notices

- e) The company has given a notice under section 790D of the Act which has not been complied with.
- f) The addressee has failed to comply with a notice given by the company under section 790E of the Act.

If the company is required to make a notice under section 790D immediately above (e) or (f), and the relevant person then responds within the month period, the register must state the following and record the response.

The notice has been complied with or not complied with as stated in the notice.

- g) The company has issued a relevant notice under paragraph 1 of Schedule 1B to the Act.

And when your company withdraws a notice under paragraph 1 of Schedule 1B, you should enter on your company's PSC register, along with the date of the withdrawal notice as the date on which the withdrawal notice was given, that:

- h) The company has withdrawn a notice under paragraph 1 of Schedule 1B giving a withdrawal notice.

Where a court makes an order directing that a relevant interest in your company must cease to be subject to restrictions you should enter on your company's PSC register, along with the date on which the order takes effect, that:

- i) The court has made an order under paragraph 1 of Schedule 1B to the Act directing that a relevant interest in the company must cease to be subject to restrictions.

Recording the nature of a person's interest

Your company must enter on its PSC register the nature of a person's interest where a registrable RLE meets in relation to the company. You should enter all of the conditions (i) to (v) a PSC or RLE must meet in relation to the person's interest where the conditions are applicable.

Condition (i) - directly or indirectly holding shares in the company

- j) The person holds, directly or indirectly, 5% but not more than 50% of the shares in the company.

- k) The person holds, directly or indirectly, 5% but less than 75% of the shares in the company.

- l) The person holds, directly or indirectly, 75% or more of the shares in the company.

Condition (ii) - directly or indirectly holding voting rights in the company

- m) The person holds, directly or indirectly, 5% but not more than 50% of the voting rights in the company.

n) The person holds, directly or indirectly, 50% but less than 75% of the voting rights in the company.

o) The person holds, directly or indirectly, 50% of the voting rights in the company.

Condition (iii) - directly or indirectly appoint or remove the majority of the directors of the board

p) The person holds the right, directly or indirectly, to appoint or remove a majority of the board of directors.

Condition (iv) - otherwise has the power to exercise, significant influence or control

This will only be applicable where the person does not meet one or more of conditions (i) to (iii).

q) The person has the right to exercise, significant influence or control over the company.

Condition (v) – holds the rights to exercise, significant influence or control over the activities of a trust or legal entity, but which would itself satisfy any of the first four conditions

Trusts: shares

r) The person has the right to exercise, significant influence or control over the activities of a trust (in their capacity as trustee) which holds, directly or indirectly, not more than 50% of the shares in the company.

s) The person has the right to exercise, significant influence or control over the activities of a trust (in their capacity as trustee) which holds, directly or indirectly, less than 75% of the shares in the company.

t) The person has the right to exercise, significant influence or control over the activities of a trust (in their capacity as trustee) which holds, directly or indirectly, less than 75% of the shares in the company.

Trusts: voting rights

u) The person has the right to exercise, significant influence or control over the activities of a trust (in their capacity as trustee) which holds, directly or indirectly, not more than 50% of the voting rights in the company.

v) The person has the right to exercise, significant influence or control over the activities of a trust (in their capacity as trustee) which holds, directly or indirectly, less than 75% of the voting rights in the company.

- w) The person has the right to control over the activities of (such) hold, directly or indirectly

exercises, significant influence or of that trust (in their capacity as holding rights in the company.

Trusts: board appointment or removal

- x) The person has the right to control over the activities of (such) hold the right, directly or indirectly of the company.

exercises, significant influence or of that trust (in their capacity as remove a majority of the board of

Trusts: significant influence or control

- y) The person has the right to control over the activities of (such) have the right to exercise the company.

exercises, significant influence or of that trust (in their capacity as significant influence or control over

Firms: shares

- z) The person has the right to control over the activities of a legal person; and the member indirectly, more than 25% but

exercises, significant influence or by which it is governed, is not a capacity as such) hold, directly or the shares in the company.

- aa) The person has the right to control over the activities of a legal person; and the member indirectly, more than 50% but

exercises, significant influence or by which it is governed, is not a capacity as such) hold, directly or shares in the company.

- bb) The person has the right to control over the activities of a legal person; and the member indirectly, 75% or more of the

exercises, significant influence or by which it is governed, is not a capacity as such) hold, directly or

Firms: voting rights

- cc) The person has the right to control over the activities of a legal person; and the member indirectly, more than 25% but

exercises, significant influence or by which it is governed, is not a capacity as such) hold, directly or the voting rights in the company.

- dd) The person has the right to control over the activities of a legal person; and the member indirectly, more than 50% but

exercises, significant influence or by which it is governed, is not a capacity as such) hold, directly or ing rights in the company.

- ee) The person has the right to control over the activities of a

exercises, significant influence or by which it is governed, is not a

legal person; and the member
indirectly, 75% or more of the

(capacity as such) hold, directly or
company.

Firms: board appointment or re

ff) The person has the right to
control over the activities of a
legal person; and the member
directly or indirectly, to appoint
company.

exercises, significant influence or
by which it is governed, is not a
(capacity as such) hold the right,
of the board of directors of the

Firms: significant influence or c

gg) The person has the right to
control over the activities of a
legal person; and the member
exercise, or actually exercise,

exercises, significant influence or
by which it is governed, is not a
(capacity as such) have the right to
control over the company.

Holding PSC information at Cor

An election [to hold the register at

force.