

PCSec

Company Secretarial Software

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Program Version 8.0
Database Version 18.00

Guidance Notes

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What's new in v8.0?

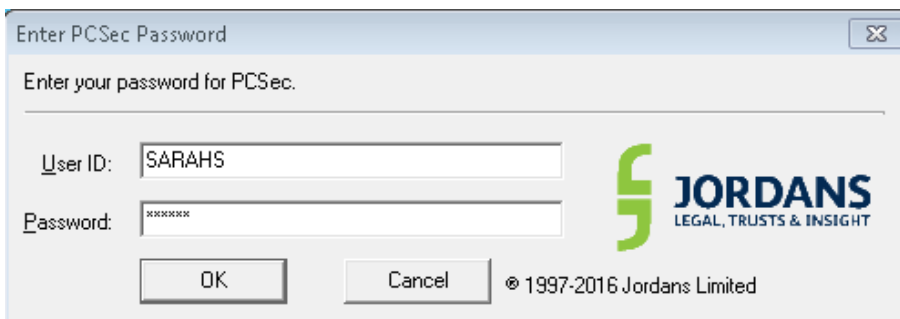
Password Security

Increased password security has been introduced to meet ISO27001 standards.

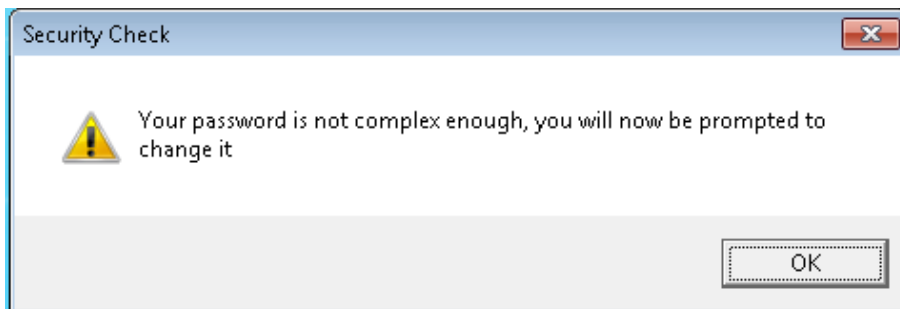
All PCSec passwords must now meet the following validation:

- a) Be a minimum of 8 characters' long
- b) Be a maximum of 15 characters' long
- c) Contain characters from three of the following four categories:
 - i) English uppercase characters (A through Z)
 - ii) English lowercase characters (a through z)
 - iii) A numeric (0 through 9)
 - iv) Non-alphabetic characters (for example, !, \$, #, %)
- d) Not contain the user's account name

When first logging into PCSec v8.0 for the first time enter your current User ID and Password.

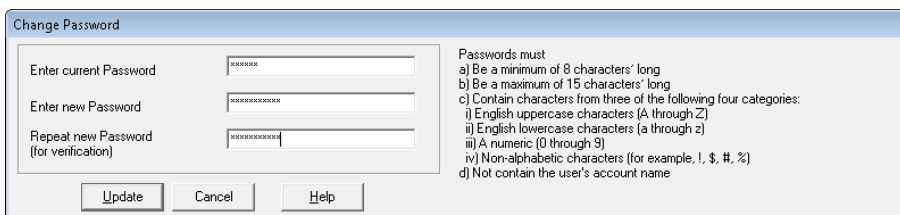


The system will recognise that your current password does not meet the new higher security requirements and will prompt you to change your password.



In the Change Password screen:

- Enter your current Password (all uppercase)
- Enter your new Password (following the validation rules)
- Repeat your new Password



PCSec will then confirm that your password has been updated.



Continue to log into PCSec using your existing User ID and new password.

Company Data Check

What is a Company Data Check?

A Company Data Check is an onscreen report that compares the data held for a company in PCSec against the data held for that company at Companies House.

The Company Data Check is an electronic service provided by Companies House. To take advantage of this in PCSec, you will need to have:

- Electronic filing set up and configured in PCSec
- An EF Authentication Code for your company

If you are not already using the electronic filing section of PCSec but would now like to configure this, please refer to the [guidance notes on our website](#).

Running a Company Data Check

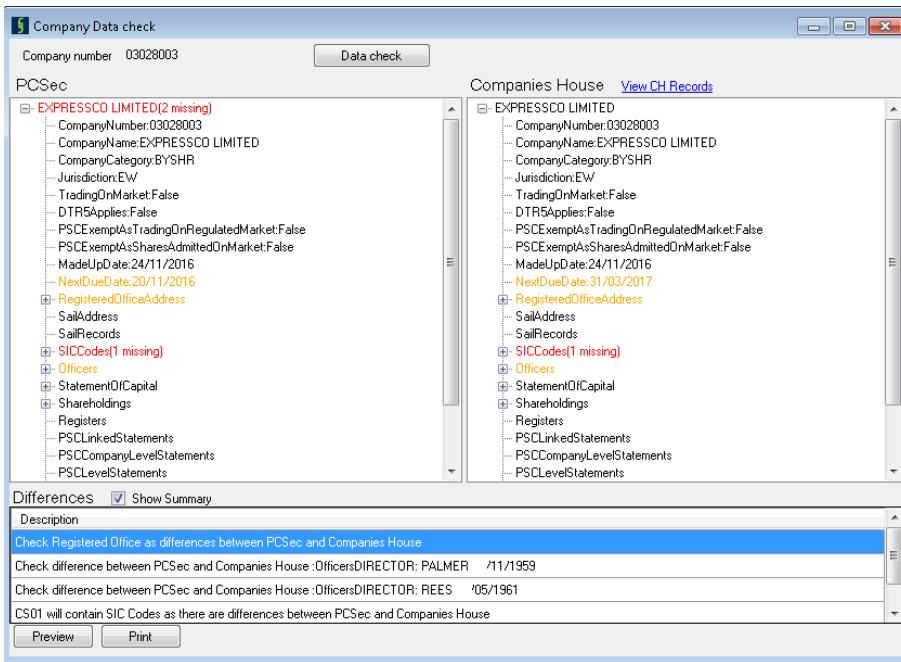
The Company Data Check service has been added to list of Function Keys in PCSec.

When you have a Company selected and on screen, click on the F12 – Datacheck button to run a Company Data Check.



The Company Data Check screen will be displayed. This screen is split into three main sections.

- On the left, information held in PCSec for the company
- On the right, corresponding information on the company as held at Companies House
- Along the bottom, a summary of the key differences identified



Where any differences or omissions are found by the data check these will be highlighted either in yellow or red.

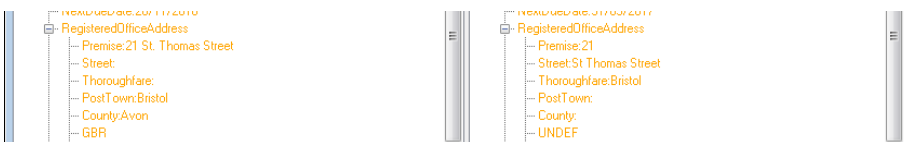
A yellow item will highlight where the data held between PCSec and Companies House is present, but does not exactly match.

A red item will highlight where the data is missing, either in PCSec or at Companies House. You have something entered in PCSec which is not present at Companies House or Companies House has data present that you don't have in PCSec.

The summary panel at the bottom of the screen gives you a brief overview of the highlighted differences and suggests the action you wish to take.

Examples of highlighted differences

Example 1



In this example the Registered Office Address has highlighted.

To the human eye the address held in PCSec is the same as the address held at Companies House

But the data check is looking for an exact match.

As the address is formatted differently across the fields, the data check has highlighted the discrepancy.

Example 2



In this example the Nationality and Country of Residence for the Director do not match and are completely different.

Vistra
First Floor, Templeback, 10 Temple Back
Bristol, BS1 6FL, United Kingdom
Tel: +44 (0)117 9230600
Fax: +44 (0)117 9230063

Email: bristol@vistra.com
Web: www.vistra.com
DX: 78161 Bristol
Registered in England & Wales No.:865285
VAT No.: GB 927 5031 30

Example 3



In this example we have a PSC registered in PCSec that does not appear at Companies House.

What do I do if the Company Data Check finds discrepancies?

The action you need to take will depend on the differences identified.

If you believe the data held at Companies House is correct, then you will need to update your records in PCSec to match this.

If you believe the data you hold in PCSec is correct, then you will need to make a filing with Companies House to update their records.

The type of filing you need to update Companies House will depend on the type of data you are trying to update. The table below gives an outline of the most common updates, and the filing needed to correct it at Companies House.

Update Required	Form filed with Companies House
Registered Office Address	AD01
SAIL Address	AD02
Records held at SAIL Address	AD03
SIC Codes	CS01
New Officer	AP01, AP02, AP03, AP04
Ceased Officer	TM01, TM02
Change of Officers Details	CH01, CH02, CH03, CH04
Allotment of Shares	SH01
Transfer of Shares	CS01
Voting Rights/Prescribed Particulars	CS01
New PSC	CS01
Ceased PSC	CS01
Change of PSC Details	CS01
Change of PSC Nature of Control	CS01
New PSC Statement	CS01
Closed PSC Statement	CS01

Confirmation Statement Event (Forms CS01 & LLCS01)

The Confirmation Statement Event has been updated to use the Company Data Check service.

PCSec will now determine whether a 'full' or a 'changes only' Confirmation Statement is required. See Appendix A further on this document for additional guidance on the CS01 form and when either a 'full' or a 'changes only' filing is appropriate.

When running the Confirmation Statement Event a message will appear confirming that the data check is being run.

Confirmation Statement Details for EXPRESSCO LIMITED

- Enter dates for Confirmation Statement(s) -

Date of this Confirmation Statement: 20/11/2016 Date of Incorporation: 01/03/1995
Date of next Confirmation Statement: 20/11/2017
Date Confirmation Statement (to be) filed: / /
Electronically Filed:

Confirmation Statement

In filing this Confirmation Statement you are confirming that the following information, as held at Companies House, is correct.

- * Registered Office
- * SAIL address & location of comp
- * Company Officers & their details

If Companies House records on the

The Confirmation Statement will submit to Companies House the following additional information (as held in PCSec):
Check as appropriate.

- Part 1 - SIC Code(s) for principal business activities
- Part 2 - Statement of capital
- Part 3 - Trading status of shares
- Part 4 - Shareholder information
- Part 5 - PSC information

Database update

Database field	Database	Update to
Date of Confirmation Statement	20/11	20/11
Last Confirmation Statement Dated	20/11/2015	20/11/2016
Last Confirmation Statement Filed	31/03/2016	

Update database

<< Previous Cancel Help Next >>

PCSec will then determine which sections of the CS01 form are required and tick these as appropriate.

Confirmation Statement

In filing this Confirmation Statement you are confirming that the following information, as held at Companies House, is correct.

- * Registered Office
- * SAIL address & location of company records
- * Company Officers & their details

If Companies House records on these are incorrect you must update these using the appropriate filings.

The Confirmation Statement will submit to Companies House the following additional information (as held in PCSec):
Check as appropriate.

- Part 1 - SIC Code(s) for principal business activities
- Part 2 - Statement of capital
- Part 3 - Trading status of shares
- Part 4 - Shareholder information
- Part 5 - PSCs 1 Notifications

Data check

Please note that PCSec will determine the sections to be ticked and filed based purely on the results of the data check. It is your responsibility as the company administrator to ensure that the filing is correct.

You can view the results of the data check by clicking on the 'Data check' button.

If any changes to the company data, or additional Companies House filings, are required please exit the Confirmation Statement event and make the necessary updates. Once the required updates have been made you can re-run the Confirmation Statement Event to produce and file your CS01 form.

You can then continue to produce the CS01 as normal.

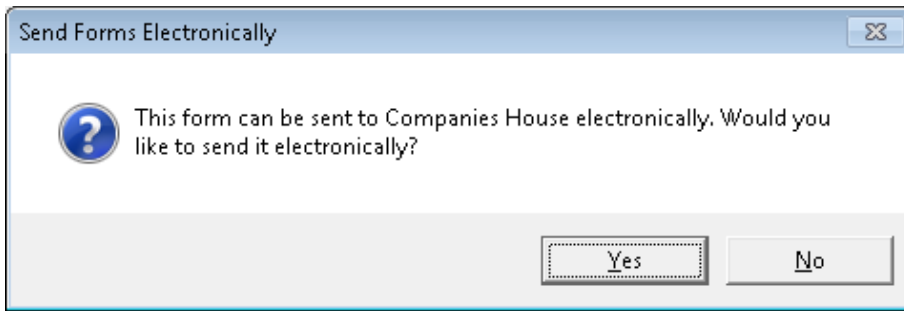
Document Selection

Documents...

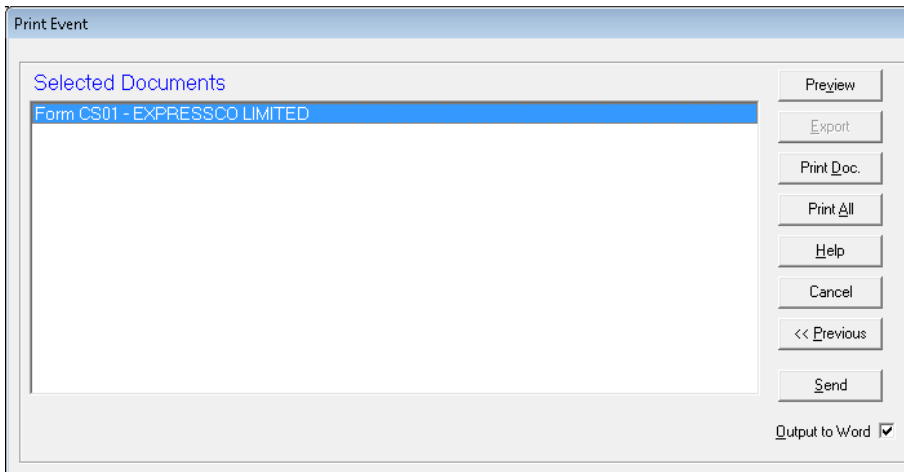
Form CS01 Date of Form: 21/10/2016

<< Previous Word Templates: PCSec Standard Docx Cancel Help Next >>

Select if the form is to be electronically filed.



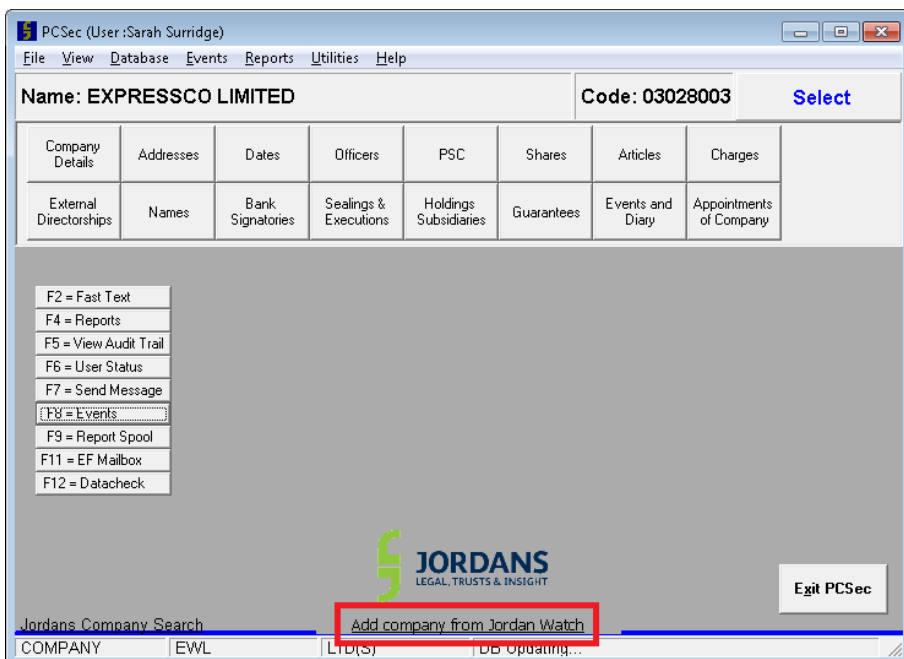
Print, and/or Preview the PDF CS01 form, and Send the electronic form to the e-filing mailbox.



Remember that if you produced a 'changes only' Confirmation Statement that only the required sections of the CS01 will be created instead of the full length form.

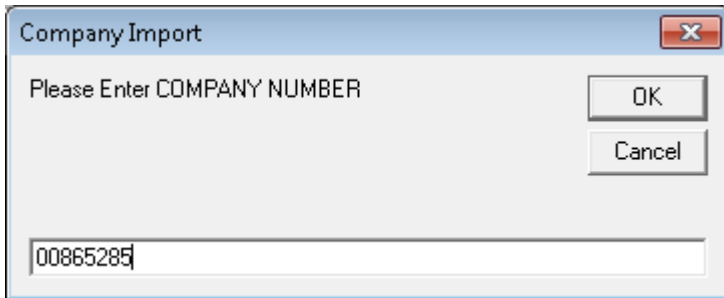
Company Import

A small change has been made to the company import routine where you add a new company to PCSec using the 'Add company from Jordan Watch' links.

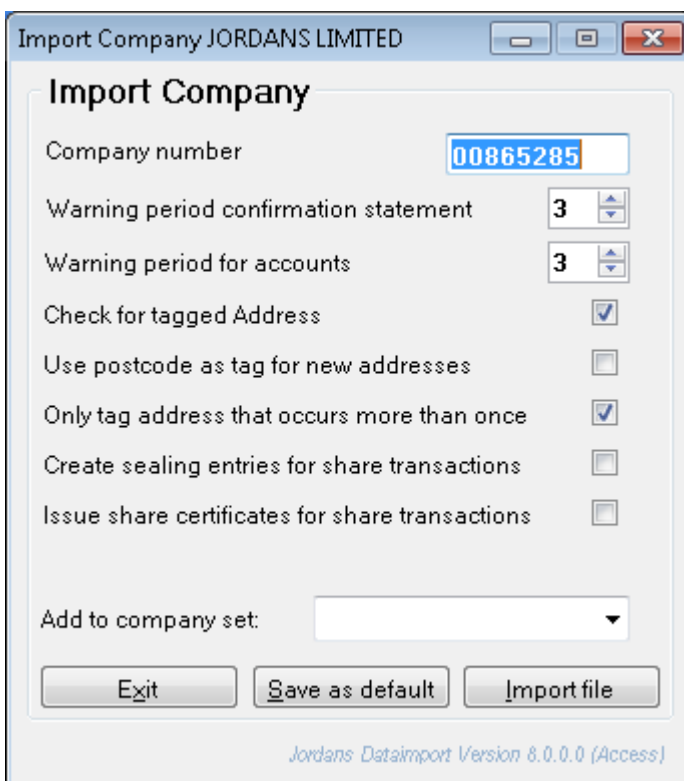


Previously you would have entered a company's name to search and pick it from a list.

To import a company, you now just enter the company's registration number.



This will find the corresponding company import file, and immediately launch the Import Company routine. The company will then continue to import as normal.



SAIL Address – Location of Records

In order to meet with the full requirements of the Company Data Check a new field has been added to the SAIL Address screen.

Where you have a SAIL Address against a company, you can now record where the Register of People with Significant Control is held at the SAIL Address.

Add New Address

Name: EXPRESSCO LIMITED Code: 03028003

Address Type: Single Alternative Inspection Location

Address From Date: 18/10/2016 To Date: / /

Address Details | Additional Information | Location of Records

- Register of members
- Register of directors
- Register of debenture holders
- Register of secretaries
- Directors' service contracts
- Directors' indemnities
- Records of resolutions etc
- Contacts relating to purchase of own shares
- Documents relating to redemption or purchase of own shares
- Report to members of outcome of investigation by public company into interests in its shares
- Register of interests in shares disclosed to public company
- Instruments creating charges and register of charges: England and Wales or Northern Ireland
- Instruments creating charges and register of charges: Scotland
- Register of People with Significant Control

Delete OK Cancel Help

Jordans Company Search

The Jordans Image Bank service has now been retired. In its place PCSec users can instead subscribe to the Jordans Company Search service.

A link to our Jordans Company Search service can be found on the main PCSec home screen.

PCSec (User: Sarah Surridge)

Name: EXPRESSCO LIMITED Code: 03028003 Select

Company Details	Addresses	Dates	Officers	PSC	Shares	Articles	Charges
External Directorships	Names	Bank Signatories	Sealings & Executions	Holdings Subsidiaries	Guarantees	Events and Diary	Appointments of Company

F2 = Fast Text
 F4 = Reports
 F5 = View Audit Trail
 F6 = User Status
 F7 = Send Message
 F8 = Events
 F9 = Report Spool
 F11 = EF Mailbox
 F12 = Datacheck

JORDANS
LEGAL, TRUSTS & INSIGHT

Jordans Company Search Add company from Jordan Watch

Exit PCSec

COMPANY EWL LTD(S) DB Updating...

For more information on Jordans Company Search products please contact our Business Information team on 0117 918 1220 or email searches@jordans.co.uk.

Companies House Links

Links to the Companies House free 'Beta' service have been added to PCSec.

The Companies House Beta service allows you to:

- See an overview of the company's data, including filing deadlines
- View the filing history of a company and download PDF copies of forms filed
- View details of the company's officers
- View the company's filed PSC information

The Beta service can be accessed via the Dates screen by clicking on the 'Click here to check company filing dates online' link.

The screenshot shows the 'Dates' window for company EXPRESSCO LIMITED (Code: 03028003). The window is divided into several sections: 'Dates' (with fields for Date of Incorporation, Allot Authority Expiry, Date of Confirmation Statement, Last Confirmation Statement Dated, Last Confirmation Statement Filed Electronically, Date of Last AGM, Date of Next AGM, and Months Warning), 'Confirmation Statement', 'Annual General Meeting', and 'Accounts'. A red rectangular box highlights a blue hyperlink that reads "Click here to check company filing dates online".

It can also be called in the Company Data Check screen by clicking on the 'View CH records' link.

The screenshot shows the 'Company Data check' window. It compares data from PCSec and Companies House for company EXPRESSCO LIMITED (Company number: 03028003). A red box highlights a link labeled "View CH Records". Below the comparison, there is a 'Differences' section with a 'Show Summary' checkbox. The differences listed are: "Check Registered Office as differences between PCSec and Companies House", "Check difference between PCSec and Companies House :OfficersDIRECTOR: PALMER 10/11/1959", "Check difference between PCSec and Companies House :OfficersDIRECTOR: REES 10/05/1961", and "CS01 will contain SIC Codes as there are differences between PCSec and Companies House".

Appendix A

'Full' vs 'Changes Only' Confirmation Statement

When is a full Confirmation Statement required?

A full Confirmation Statement is only required if:

- Your company was incorporated before 30/06/2016; **and**
- Either, no Annual Return (AR01) or Confirmation Statement (CS01) has yet been filed; **or**
- Your last return filed was an Annual Return (AR01) with a made up date before 30/06/2016.

A full Confirmation Statement will always include all of the following information

- Confirmation that the data held at Companies House for Registered Office, SAIL address and Officers is correct and up to date
- Current SIC code(s)
- Confirmation that the company is not on a traded market
- Current Statement of Capital (issued shares and unpaid amounts)
- Share Class Prescribed Particulars
- Full current Shareholders list and transfers since the last filing
- All PSC details and statements registered since 06/04/2016.

PCSec has been able to produce a full Confirmation Statement since the v7.5 update.

When is a changes only Confirmation Statement required?

A changes only Confirmation Statement is required if:

- Your company was incorporated on, or after, 30/06/2016; **or**
- Your last return filed was a Confirmation Statement (CS01) with a made up date on, or after, 30/06/2016.

A changes only Confirmation Statement will always include:

- Confirmation that the data held at Companies House for Registered Office, SAIL address and Officers is correct and up to date
-

A changes only Confirmation Statement will also include any combination of the following, but only where the information held on PCSec differs to that held at Companies House:

- Current SIC code(s)
- Current Statement of Capital (issued shares and unpaid amounts)
- Share Class Prescribed Particulars
- Full current Shareholders list and transfers since the last filing
- PSC details and statements.

PCSec will identify any differences between the information held on PCSec and that held at Companies House using the Company Data Check.

The changes only Confirmation Statement is new to PCSec and has been introduced in this v8.0 update.

How do I know if I need a full or a changes only Confirmation Statement?

PCSec will calculate the type of Confirmation Statement you need based on the information entered for your Company in the Dates section.

Example 1

- Company incorporated before 30/06/2016; and
- No return or confirmation has yet been filed.

A full Confirmation Statement will be produced.

Dates	
Date of Incorporation	15/12/2015
Confirmation Statement	
Date of Confirmation Statement	15/12
Last Confirmation Statement Dated	/ /

Example 2

- Company incorporated before 30/06/2016; and
- Last return filed has a made up date before 30/06/2016

A full Confirmation Statement will be produced.

Dates	
Date of Incorporation	11/11/2004
Confirmation Statement	
Date of Confirmation Statement	11/11
Last Confirmation Statement Dated	11/11/2015

Example 3

- Company incorporated after 30/06/2016

A changes only Confirmation Statement will be produced.

Dates	
Date of Incorporation	20/07/2016
Confirmation Statement	
Date of Confirmation Statement	20/07
Last Confirmation Statement Dated	/ /

Example 4

- Last return filed was a Confirmation Statement with a made up date on, or after, 30/06/2016

A changes only Confirmation Statement will be produced.

Dates	
Date of Incorporation	15/08/2016 ▼
Confirmation Statement	
Date of Confirmation Statement	05/10
Last Confirmation Statement Dated	05/10/2016 ▼