

# PCSec

Company Secretarial Software

Help Desk  
0117 918 1271  
software@vistra.com

Program Version 8.5  
Database Version 18.09

## Guidance Notes

Vistra Limited  
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](mailto:bristol@vistra.com)  
Web: [www.vistra.com](http://www.vistra.com)  
DX: 78161 Bristol  
Registered in England & Wales No.:865285  
VAT No.: GB 927 5031 30

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## What's new in v8.5?

### People with Significant Control (Nature of Control)

Changes have been made to the PSC registration screen where the nature of control is recorded.

These changes now allow for updates to the nature of control statements to be recorded, whilst keeping a historical record of previous statements.

All recorded nature of control statements will be displayed under the 'Nature' tab.

The screenshot shows the 'Maintain PSC' window for 'PCSec Demo Share Company Limited'. It includes fields for Name, Code, Registration Date, and Cessation Date. Below these is a table with columns for From, To, Control, and Type. The table contains three rows of data. At the bottom, there are buttons for Add, Maintain, Delete, and Expand, along with a section for Service Address.

From	To	Control	Type
06/03/2016		75% or more of the shares	Individual/Legal Entity
06/03/2016		75% or more of the voting rights	Individual/Legal Entity
06/03/2016		Power to appoint or remove the majority of the board...	Individual/Legal Entity

To add a new nature of control, click on the **Add** button.

To update or change an existing nature of control, select the record on screen and click on the **Maintain** button.

The new Nature of control record screen will be displayed.

The screenshot shows the 'Nature of control record' window. It has fields for From Date and To Date. Below these are radio buttons for Individual/Legal Entity (selected), Trust, and Firm. A list of nature of control statements is shown with radio buttons next to each. The '75% or more of the shares' option is selected.

This screen allows you to record the details for one nature of control statement.

The From Date will be the date the nature of control statement applied to the PSC.

The To Date, if applicable, will be the date the nature of control statement ceased to apply to the PSC.

You will need to select whether the nature of control statement is being applied either as:

- An Individual/Legal Entity
- Trustee of a Trust
- A Firm

Then select the nature of control statement required from the list shown. Click OK to save, or Cancel to exit without saving the record.

## Confirmation Statement Event (Forms CS01 & LLCS01)

As from 26 June 2017 the Confirmation Statement will no longer contain any PSC information.

The CS01 form now legally confirms that the following information (as held at Companies House) is correct:

- Registered office address
- SAIL address & company records
- Officer appointments
- People with Significant Control

The CS01 will only contain details of any changes in relation to:

- SIC code
- Statement of Capital
- Shareholders

Please note that the new form applies to all CS01 forms produced from 26 June 2017, irrespective of the confirmation date.

## PSC(s) – Registration & Cessation Event (Forms PSC01, PSC02, PSC03 & PSC07)

All new registrations and cessations of PSCs need to be notified with Companies House within 14 days.

Any historic PSC information, that was previously expected to be included on the company's next Confirmation Statement, should be filed as soon as possible. Companies House have confirmed no penalties will be issued in respect of 'late filing' of these forms.

New forms have been issued for these filings as follows:

- PSC01/LLPSC01 – Notice of individual person with significant control
- PSC02/LLPSC02 – Notice of relevant legal entity (RLE) with significant control
- PSC03/LLPSC03 – Notice of other registrable person (ORP) with significant control
- PSC07/LLPSC07 – Notice of ceasing to be an individual, RLE or ORP with significant control

Two new events have been added to PCSec to produce these forms:

- PSC(s) – Registration & Cessation (by company)
- PSC – Registration & Cessation (by appointee)

The event for the registration and cessation of PSCs works in line with the existing appointment and resignation of officers event.

First select the registration(s) and/or cessations(s) that you want to produce the forms for.

Action	Date	PSC
<input checked="" type="checkbox"/> Register PSC	15/05/2017	Corporate Officer (Company) Limited
<input checked="" type="checkbox"/> Cease PSC	15/05/2017	Rebecca Susan Cartwright
<input type="checkbox"/> Register PSC	06/03/2016	Corporate Officer (Person) Limited
<input type="checkbox"/> Register PSC	06/03/2016	Jonathan William Cartwright
<input type="checkbox"/> Register PSC	01/07/2016	Rebecca Susan Cartwright

Based on the selections you make PCSec will calculate which form is required on your behalf. Click Next to continue.

If your company is set up for electronic filing, PCSec will prompt you to decide if you wish to file the form(s) electronically.

Once the documents have been produced you can then Print, Preview or Send (electronically) as required.

## PSC(s) – Change of Details Event (Forms PSC04, PSC05 & PSC06)

Any change in details for a registered PSC needs to be notified with Companies House within 14 days.

Any historic change in PSC information that was previously expected to be included on the company's next Confirmation Statement should be filed as soon as possible. Companies House have confirmed no penalties will be issued in respect of 'late filing' of these forms.

New forms have been issued for these filings as follows:

- PSC04/LLPSC04 – Change of details of individual person with significant control
- PSC05/LLPSC05 – Change of details of relevant legal entity (RLE) with significant control
- PSC06/LLPSC06 – Change of details of other registrable person (ORP) with significant control

*Note: A change in a PSC's nature of control statements is classed as a change of details and will need to be submitted on one of these forms.*

Two new events have been added to PCSec to produce these forms:

- PSC(s) – Registration & Cessation (by company)
- PSC – Registration & Cessation (by appointee)

The event for the change of PSC details works in line with the existing change of officers details event.

First select the PSC that you want to produce the change documentation for.

Event: PSC(s) - Change of Details by company

Name: PCSec Demo Share Company Limited Code: PCDESHCO

PSC
<input checked="" type="checkbox"/> Corporate Officer (Person) Limited
<input type="checkbox"/> Jonathan William Cartwright
<input type="checkbox"/> Corporate Officer (Company) Limited
<input type="checkbox"/> Rebecca Susan Cartwright

Select all/none

Data Maintenance

Company Details Personnel Details Addresses Names PSC

<<Previous Cancel Help Next>>

Enter the Date of Change and select the details that have changed.

For an individual PSC the following changes can be notified to Companies House:

- New Name
- New Residential Address
- New Service Address
- Change of residence
- Change of nationality
- Change of Nature of Control

Change of PSC details: Jonathan William Cartwright

Change of PSC details

PSC: **Jonathan William Cartwright** 1 of 1

Select Change

Date of Change: 10/06/2017

Previous name:

New Residential Address

New Service Address

Change of residence: Stafford

Change of nationality: British

Change of Nature of Control

EEA/ Non EEA details

Address details

Residential Address	Service Address
3 Garden Cottages Back Lane Gnosall Stafford ST20 0BS	Suite 1, 3rd Floor 11-12 St. James's Square London SW1Y 4LB

<<Previous Cancel Help Next>>

For either a RLE or ORP the following changes can be notified to Companies House:

- New Name
- New Registered Office Address
- Change of Nature of Control
- Change in EEA/Non EEA details

Change of PSC details: Corporate Officer (Company) Limited

Change of PSC details

PSC: **Corporate Officer (Company) Limited** 1 of 1

Select Change

Date of Change: 10/06/2017

Previous name: Old Name Limited

New Registered Office Address

New Service Address

Change of residence: England\_Wales

Change of nationality:

Change of Nature of Control

EEA/ Non EEA details

Address details

Registered Office Address

73 Withershaw Gardens  
Hove  
West Sussex  
BN1 1QP

EEA details

EEA Country:

Registered number: **04725836**

Where registered: **England\_Wales**

Governing Law: **Companies Act 2006**

Legal form: **Private Ltd by Shares**

<<Previous Cancel Help Next>>

PCSec will calculate which form is required on your behalf.

Once you have selected the documents you require, click Next to continue.

Document Selection

Documents...

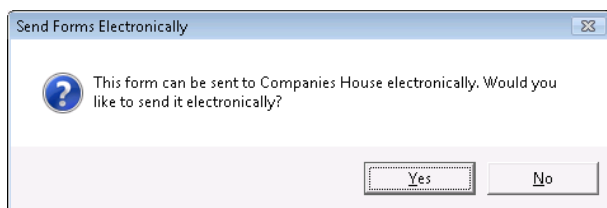
PSC04-06 Form

Date of Form: 19/06/2017

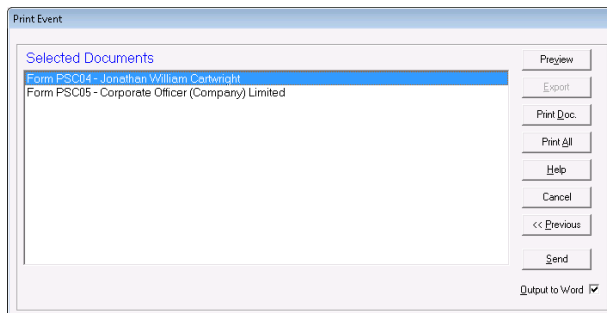
<<Previous Word Templates: PCSec Standard Docx Cancel Help Next>>

If your company is set up for electronic filing PCSec will prompt you to decide if you wish to file the form electronically.





Once the documents have been produced you can then Print, Preview or Send (electronically) as required.



## PSC Statement – Notification & Withdrawal (Forms PSC08 & PSC09)

Any change in PSC company statements, issuing of restrictions notices, or withdrawals of restriction notices now need to be notified with Companies House within 14 days.

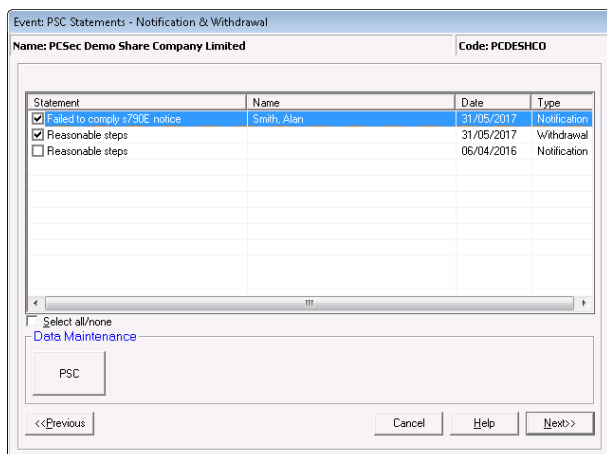
Any historic change in PSC information that was previously expected to be included on the company's next Confirmation Statement should be filed as soon as possible. Companies House have confirmed no penalties will be issued in respect of 'late filing' of these forms.

New forms have been issued for these filings as follows:

- PSC08/LLPSC08 – Notification of PSC statements
- PSC09/LLPSC09 – Update to PSC statements

A new event has been added to PCSec to produce these forms, PSC Statements – Notification & Withdrawal.

First select the statement notification or withdrawal that you want to produce the documentation for.



Restrictions notices & withdrawals will be displayed with a corresponding PSC name.

Company PSC statements will be displayed without a corresponding name.

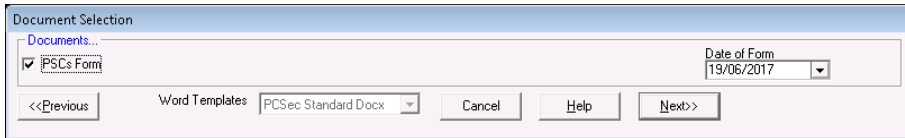
The registration of a statement will be listed as a 'Notification' under Type. The removal of a statement will be listed as a 'Withdrawal' under Type.

The following table outlines the statements that can notified and withdrawn, and where they either a company statement or a restriction notice.

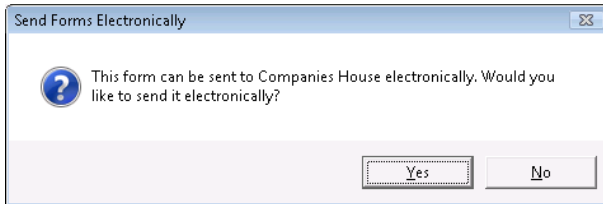
Statement	Company/Restriction	Notification	Withdrawal
The company knows or has reasonable cause to believe that there is no registrable person or registrable legal entity in relation to the company	Company	Y	Y
The company knows or has reasonable cause to believe that there is a registrable person in relation to the company but it has not identified the registrable person	Company	Y	Y
The company has identified a registrable person in relation to the company but all of the required particulars of that person have not been confirmed	Company	Y	Y
The company has not yet taken reasonable steps to find out if there is anyone who is a registrable person or a registrable legal entity in relation to the company	Company	Y	Y
The company has given a notice under section 790D of the Act which has not been complied with	Company	Y	Y
The addressee has failed to comply with a notice given by the company under section 790E of the Act	Restriction (linked to a PSC)	Y	-
The notice has been complied with after the time specified	Restriction (linked to a PSC)	-	Y
The company has issued a restrictions notice under paragraph 1 of Schedule 1B to the Act	Restriction (linked to a PSC)	Y	-
The company has withdrawn the restrictions notice by giving a withdrawal notice	Restriction (linked to a PSC)	-	Y
The court has made an order under paragraph 8 of Schedule 1B to the Act directing that a relevant interest in the company cease to be subject to restrictions	Restriction (linked to a PSC)	-	Y

PCSec will calculate which form is required on your behalf.

Once you have selected the documents you require, click Next to continue.



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