

PCSec

Company Secretarial Software

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Program Version 9
Database Version 19

Guidance Notes

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What's new in v9?

People with Significant Control: Register Entry Date

Changes have been made to the PSC registration screen with the addition of the new Register Entry Date fields.

The screenshot shows the 'Maintain PSC' window for 'PCSec Demo Share Company Limited' (Code: PCDESHCO). It features two main sections: 'Registration' and 'Cessation'. Each section includes fields for 'Event Date', 'Register Entry Date', and 'Confirmed (Y/N)'. Below these is a table for 'Nature' with columns for 'From', 'To', 'Control', and 'Type'. The 'Service Address' section at the bottom has radio buttons for 'Usual Residential Address', 'Service Address', 'Company's Registered Office Address', and 'Other (specify)'. The interface includes 'Add', 'Maintain', 'Delete', 'Expand', 'OK', 'Cancel', and 'Help' buttons.

From	To	Control	Type
06/04/2016		More than 25% but not more than 50% of the shares	Individual/Legal Entity
06/04/2016		More than 25% but not more than 50% of the voting ...	Individual/Legal Entity

The Register Entry Date allows you to differentiate between the date the person became, or ceased to be a PSC, and the date on which the event was entered in the company's statutory registers.

Under current legislation, the registration, or cessation of a PSC should be entered in the Company's registers within 14 days of the event.

Existing PSC records will automatically be updated. The Register Entry Date on a Registration will be set to match the Event Date. Where a Cessation Event Date has been entered, the Register Entry Date will be set to match the cessation date.

PSC Events: Forms PSC01 – PSC07

From 9 November 2017, Companies House will require all changes in PSC records to be submitted on new versions of form PSC01-PSC07 (and their LLP equivalents). The new forms contain a field for the Register Entry Date.

The PDF and electronic (XML) forms have been updated in the following events, to produce the new versions of these forms:

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

Please note that Companies House will not accept older versions of these forms after 9 November 2017. Any old-style forms filed after this date will be rejected.

Personnel Details (Individual): Nationality & Residency

From 15 December 2017, Companies House will require any filing that contains a Nationality or Usual Place of Residence to contain a value from their new lists of allowed nationalities or countries.

The Add Personnel (Individual) and Personnel Details screens have been updated. When typing in the Nationality or Residence fields, PCSec will prompt you to select an entry from Companies House's list of allowed values.

The screenshot shows the 'Update Personnel Details' window for Nigel John Barker. The 'Nationality' dropdown menu is open, displaying a list of countries including United Kingdom, United States, United States Minor Outlying Islands, Uruguay, Uzbekistan, Vanuatu, Vatican City, and Venezuela. 'United Kingdom' is highlighted in blue. Other fields include Title (Mr), Surname (Barker), Forename(s) (Nigel John), Code (BARKE NJ), and Date of Birth (17/12/1966).

This screenshot shows the same 'Update Personnel Details' window, but the 'Nationality' dropdown menu is open to a different list of options, including British, British Virgin Islander, Bruneian, Bulgarian, Burkinan, Burmese, Burundian, and Cambodian. 'British' is highlighted in blue. The 'Occupation' field is now set to 'DIRECTOR'.

Please note that after 15 December 2017, Companies House will reject any form that contains either a Nationality or Usual Place of Residence that doesn't match a value on their list.

Other product enhancements

This v9.0 update also contains the following product enhancements:

- Confirmation Statement event. Users are now able to produce a paper only CS01 form if an electronic filing authentication code is not available for a company.
- Data Check. This will now bypass known data issues, that previous prompted an error message.
- Company Details, SIC Codes. Obsolete SIC codes have been removed from the selection list.
- Share Class Currencies. The addition of 20 new currencies to align with ISO standards.