

PSC04

Change of details of individual person with significant control (PSC)



Companies House



Go online to file this information
www.gov.uk/companieshouse

☒ **What this form is for**
You may use this form to give
notice of a change to the details
of an individual who is a person
with significant control (PSC).

☐ **What this form is NOT for**
You cannot use this form to
change the details of a relevant
entity RLE (use PSC05) or a
registrable person (ORP).

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A16 18/11/2021 #131
COMPANIES HOUSE

**Don't use this form if any individual PSC is applying or has applied for protection
from having their details disclosed on the public register.**
Contact secureforms@companieshouse.gov.uk to get the correct form.

1 Company details

Company number 1 0 5 1 0 9 5 1

Company name in full &SISTERS LTD

Filling in this form
Please complete in typescript or in
bold black capitals.
All fields are mandatory unless
specified or indicated by *

2 Individual's current details¹

Month/year of birth*² X X m m y y y y

Title* Ms

Full forename(s) Lucy Seville

Surname LETTICE

1 Current details
This information is used to identify
the details on the public record.
2 This is voluntary information and if
completed it will be placed on the
public record.

3 Date of change of details³

Date of change of details d 1 d 8 m 1 m 0 y 2 y 0 y 2 y 1

Please complete the appropriate sections to indicate which details have changed
on this date.

**3 Please enter the date that the
change occurred.**
Give details of all of the changes
that occurred on this date. If you
need to enter more than one date,
please use a separate form.

4 Change of name

Title*

Full forename(s)⁴

Surname⁴

4 New name
Please enter the new name.

5 Change of service address⁵

Building name/number Zeeta House

Street 200 Upper Richmond Road

Post town Putney

County/Region London

Postcode S W 1 5 2 S H

Country United Kingdom

5 Service address
This is the address that will appear
on the public record. This does
not have to be the individual's
residential address.
If you provide the individual's
residential address here it will
appear on the public record.
Please complete Section 5a if the
individual's usual residential address
has changed.

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6 Change of other details

Change of Country/
State of residence

Change of nationality

7 Change of nature of control¹

Please indicate how the individual is a person with significant control over the company

Ownership of shares

The individual holds, directly or indirectly, the following percentage of shares in the company (tick only one):

- ☐ more than 25% but not more than 50%
- ☐ more than 50% but less than 75%
- ☐ 75% or more

Ownership of voting rights

The individual holds, directly or indirectly, the following percentage of voting rights in the company (tick only one):

- ☐ more than 25% but not more than 50%
- ☐ more than 50% but less than 75%
- ☐ 75% or more

Ownership of right to appoint/remove directors

- ☐ The individual holds, directly or indirectly, the right to appoint or remove a majority of the board of directors of the company.

Significant influence or control (Only tick if none of the above apply)

- ☐ The individual has the right to exercise, or actually exercises, significant influence or control over the company.

¹ Tick each that apply

Tick any new conditions that apply to the individual, as well as any which continue to apply.

Only tick the 4th statement (Significant influence or control) if none of the previous statements apply

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Change of nature of control by a firm over which the individual has significant control¹

The individual has the right to exercise or actually exercises significant influence or control over the activities of a firm that is not a legal person under its governing law, and:

the members of that firm (in their capacity as such) hold, directly or indirectly, the following percentage of shares in the company (tick only one):

- ☐ more than 25% but not more than 50%
- ☐ more than 50% but less than 75%
- ☐ 75% or more

the members of that firm (in their capacity as such) hold, directly or indirectly, the following percentage of voting rights in the company (tick only one):

- ☐ more than 25% but not more than 50%
- ☐ more than 50% but less than 75%
- ☐ 75% or more

☐ the members of that firm (in their capacity as such) hold the right, directly or indirectly, to appoint or remove a majority of the board of directors of the company

☐ the members of that firm (in their capacity as such) have the right to exercise, or actually exercise, significant influence or control over the company.

1 Tick each that apply

Tick any new conditions that apply to the members of the firm, as well as any which continue to apply.

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9 Change of nature of control by a trust over which the individual has significant control ^①

The individual has the right to exercise or actually exercises significant influence or control over the activities of a trust and:

the trustees of that trust (in their capacity as such) hold, directly or indirectly, the following percentage of shares in the company (tick only one):

- ☐ more than 25% but not more than 50%
- ☐ more than 50% but less than 75%
- ☐ 75% or more

the trustees of that trust (in their capacity as such) hold, directly or indirectly, the following percentage of voting rights in the company (tick only one):

- ☐ more than 25% but not more than 50%
- ☐ more than 50% but less than 75%
- ☐ 75% or more

☐ the trustees of that trust (in their capacity as such) hold the right, directly or indirectly, to appoint or remove a majority of the board of directors of the company

☐ the trustees of that trust (in their capacity as such) have the right to exercise, or actually exercise, significant influence or control over the company.

① Tick each that apply

Tick any new conditions that apply to the trustees of the trust, as well as any which continue to apply.

10 Register entry date

Give the date on which you made this update to the company's PSC register.

Date

^d1^d8 ^m1^m0 ^y2^y0^y2^y1

11 Signature

I am signing this form on behalf of the company.

Signature

Signature

X



X

This form may be signed by:

Director^②, Secretary, Person authorised^③, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.

② If the form is being filed on behalf of a Societas Europaea (SE), please delete 'director' and insert details of which organ of the SE the person signing has membership.

③ Person authorised

Under either section 270 or 274 of the Companies Act 2006.

You must have obtained confirmation from the individual person with significant control that their particulars are correct before sending this form to Companies House.

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Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name Karen Dickson

Company name Kirk Rice LLP

Address The Courtyard

High Street

Post town Ascot

County/Region Berkshire

Postcode S L 5 7 H P

Country United Kingdom

DX

Telephone



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ The company name and number match the information held on the public Register.
- ☐ You have completed in Section 3 the date of change of details.
- ☐ Any new address must be a physical location. They cannot be a PO Box number (unless part of a full service address), DX or LP (Legal Post in Scotland) number.
- ☐ You have entered the relevant change of details.
- ☐ You have given the register entry date.
- ☐ You have signed the form.



Important information

All information on this form will appear on the public record, apart from information relating to usual residential addresses.



Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below:

For companies registered in England and Wales:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.

For companies registered in Scotland:

The Registrar of Companies, Companies House,
Fourth floor, Edinburgh Quay 2,
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF.
DX ED235 Edinburgh 1
or LP - 4 Edinburgh 2 (Legal Post).

For companies registered in Northern Ireland:

The Registrar of Companies, Companies House,
Second Floor, The Linenhall, 32-38 Linenhall Street,
Belfast, Northern Ireland, BT2 8BG.
DX 481 N.R. Belfast 1.

Section 790ZF exemption

If you are applying for, or have been granted a section 790ZF exemption, please post this whole form to the different postal address below:

The Registrar of Companies, PO Box 4082,
Cardiff, CF14 3WE.



Further information

For further information, please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse