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Our ref. 12409200 /NEWDIR  
Date 18 January 2020

## Congratulations on becoming a director

You've been appointed as a director of RC ADMINISTRATION LIMITED.

As a director, you're legally responsible for running the company. You must keep company records and report any changes to us. You'll need to:

- file your confirmation statement
- file your annual accounts
- identify and record your people with significant control (PSC)

It's easier to do this online.



You may be fined, prosecuted or disqualified if you do not meet your responsibilities as a director. If your annual accounts are not delivered on time, your company will get a late filing penalty.

**If you have not agreed to be a director, call us on 0303 1234 500.**

Make sure you know your responsibilities as a director. Go to:

**[www.companieshouse.gov.uk/director](http://www.companieshouse.gov.uk/director)**

Yours sincerely

*John-Mark Frost*

John-Mark Frost  
Director of Operations

Company number  
**12409200**



**It's quicker and  
easier to file online**

- 1 Go to**  
[www.gov.uk/ch](http://www.gov.uk/ch)
- 2 Choose**
  - > File your statement
  - > File your accounts
  - > Change your details
- 3 File online**  
You'll need an authentication code. Sign up and allow up to 5 working days for it to arrive by post.



## People with significant control

### **You have to identify your people with significant control (PSC) and tell us about them.**

A PSC is someone who owns or controls your company. They're sometimes called 'beneficial owners'.

You must identify your PSC and tell us who they are. This might be you, or someone associated with your company. A company can have one or more PSC.

You must record their details on your company's PSC register and send us this information. If you can't identify your PSC, or believe you don't have one, you need to tell us why. The easiest way to do this is online. Do it at the same time you're filing your confirmation statement.

### **PSC conditions of control**

A PSC must meet one or more of the following conditions of control.

Most PSCs are likely to be people who hold:

- more than 25% of shares in the company
- more than 25% of voting rights in the company
- the right to appoint or remove the majority of the board of directors

If your PSC holds more than 25% of shares, they're likely to hold the same amount of voting rights.

You should check your company's register of shareholders. Your company's constitution and articles of association may also contain information on voting and other rights.

### **Other significant influence or control**

Your PSC might influence or control your company through other means. This could be directly, or on behalf of someone else. For example, someone who tells the directors or shareholders what to do.

This condition will only apply in limited circumstances.

### **Companies controlled by a trust or firm**

If a trust or firm influences or controls your company, you must decide if they meet any conditions of control described above. If they do, any person who controls the trust or firm is a PSC of your company.

You should get professional advice if you think this applies to your company.

### **Protection for people at risk**

All PSC information is available to the public, apart from their home address and day of birth.

In exceptional cases, some individuals can apply to protect their PSC information. If they've applied, or been granted protection, you should include this on your PSC register. You must hide their personal details.

Protection from disclosure applies from the date the application is made to us.



If a PSC has already been granted protection as a director, they must re-apply for protection as a PSC.

### **Further help**

For more information on PSCs go to: [www.companieshouse.gov.uk/psc](http://www.companieshouse.gov.uk/psc)