

Registered Number

Document Type – NO/CSP

**BENEFICIAL OWNERSHIP ACT 2017**

**NOTICE OF APPOINTMENT OR CHANGE OF NOMINATED OFFICER  
OR IN THEIR PARTICULARS (Note 1)**

Pursuant to Section 7 of the Beneficial Ownership Act 2017 and the Beneficial Ownership  
(Nominated Officer Exemption) (Class 4 Regulated Activity) Order 2017

*Please complete legibly in black type, or bold block lettering*

Name of legal entity:

	Limited*
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\*Delete if inappropriate

hereby notifies the Department for Enterprise in accordance with the Beneficial Ownership Act 2017 that  
(Notes 1 to 5):


>Specify the event and date thereof and if the event consists of the appointment of a new or additional nominated officer, fill in also the particulars below

Particulars of new/additional nominated officer (Notes 4 to 5):

Name:	
Date of appointment:	
Address:	
I hereby consent to act as the <b>nominated officer</b> of the above legal entity:	Dated:

Full Name \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Director/Secretary/Authorised Signatory\*

\* please delete as appropriate

Presented by:	For official use:
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**BENEFICIAL OWNERSHIP ACT 2017****NOTES**

1. Any references in this document to a “nominated officer” include, in the case of a legal entity which is exempt from the requirement to have a nominated officer, the person authorised by an Order made by Treasury under section 6(8) of the Beneficial Ownership Act 2017, to undertake on behalf of that entity, any role or responsibility for which a nominated officer is responsible under the Act.
2. Please specify whether the event of which notice is being given is (i) the appointment of a first nominated officer, (ii) the appointment of a subsequent nominated officer or (iii) a change of nominated officer or in the details of the nominated officer and in every case, the date upon the event occurred.
3. Section 6(2) of the Act specifies that “*The nominated officer must be —*
  - (a) *a natural person who is resident in the Island; or*
  - (b) *the holder of a licence issued under section 7 of the Financial Services Act 2008 which permits the holder to carry on the regulated activity (within the meaning of section 3(1) of that Act) of providing corporate services.”*

(In the case of a legal entity which is exempt from the requirement to have a nominated officer, the relevant Treasury Order will specify by whom the roles and responsibilities of the nominated officer may be carried out).

4. In the case of a nominated officer who is a natural person, the officer’s name and home address in the Island must be listed. In all other cases, the officer’s corporate or firm name and registered office or place of business address in the Island must be listed.
5. A legal entity must, within one month of section 7 of the Act coming into operation, give notice to the Department for Enterprise (Companies Registry) of the appointment of its first nominated officer and of the date on which the appointment was made.

A legal entity must also give notice to the Department, within one month of the date of:

- (a) an appointment of a nominated officer;
- (b) a change in a nominated officer; or
- (c) a change in the details in its record of a nominated officer,

and of the date on which it occurred.

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**CONTINUATION SHEET**

**PLEASE PHOTOCOPY IF REQUIRED**

Particulars of new nominated officer:

Name (note 3):	
Date of appointment:	
Address (note 3):	
I hereby consent to act as the <b>nominated officer</b> of the above legal entity:	Dated:

Full Name \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Director/Secretary/Authorised Signatory\*

\* please delete as appropriate