

# People. Partnership. Solutions. **Del Caserford** Scotland Library – January 2017

**PEOPLE. PARTNERSHIPS. SOLUTIONS** 

#### Copyright © Advanced Computer Software Group Ltd 2016

This document contains confidential and / or proprietary information. The content must not be disclosed to third parties without the prior written approval of Advanced Computer Software Group Limited or one of its subsidiaries as appropriate (each referred to as "Advanced"). External recipients may only use the information contained in this document for the purposes of evaluation of the information and entering into discussions with Advanced and for no other purpose.

Whilst Advanced endeavours to ensure that the information in this document is correct and has been prepared in good faith, the information is subject to change and no representation or warranty is given as to the accuracy or completeness of the information. Advanced does not accept any responsibility or liability for errors or omissions or any liability arising out of its use by external recipients or other third parties.

No information set out or referred to in this document shall form the basis of any contract with an external recipient. Any external recipient requiring the provision of software and/or services shall be required to enter into an agreement with Advanced detailing the terms applicable to the supply of such software and/or services and acknowledging that it has not relied on or been induced to enter into such an agreement by any representation or warranty, save as expressly set out in such agreement.

The software (if any) described in this document is supplied under licence and may be used or copied only in accordance with the terms of such a licence. Issue of this document does not entitle an external recipient to access or use the software described or to be granted such a licence.

The development of Advanced software is continuous and the published information may not reflect the current status. Any particular release of the software may not contain all of the facilities described in this document and / or may contain facilities not described in this document.

Advanced Computer Software Group Limited is a company registered in England and Wales with registration number 05965280 whose registered office is at Ditton Park, Riding Court Road, Datchet, Berkshire. SL3 9LL.

A full list of its trading subsidiaries is available at www.oneadvanced.com/legal-privacy

# **CONTENTS**

#### **COMPANIES - 4**

**COMPENSATION RECOVERY - 14** 

**CONVEYANCING (SCOTLAND) - 15** 

COURT (SCOTLAND) - 16

GAMBLING ACT - 18

**HM REVENUE AND CUSTOMS - 19** 

**IMMIGRATION - 22** 

**INSOLVENCY (SCOTLAND) - 25** 

**INTELLECTUAL PROPERTY - 2** 

LANDLORD AND TENANT (SCOTLAND) - 31

LIMITED LIABILITY PARTNERSHIP - 32

**OFFICE PROCEDURE FORMS - 35** 

**SUPREME COURT - 35** 

**TRIBUNALS (INCLUDING TRIBUNAL SERVICE) - 36** 

# COMPANIES

#### Accounts

AA01	Change of accounting reference date
AA02	Dormant company accounts (DCA)
AA03	Notice of resolution removing auditors from office
AA06	Statement of guarantee by a parent undertaking of a subsidiary
	company

#### Administration Restoration

RT01	Application for administrative restoration to the Register
	, application for administrative receivation to the register

#### **Annual Returns**

AR01	Annual Return (For returns made up to a date on or after 1 October 2011)
AR01(C1)	AR01 continuation - List of past and present shareholders (For returns made up to a date
	on or after 1 October 2011)
AR01(C2)	AR01 continuation – Shareholders who hold at least 5% of any class of share(s) of the
	company as at the made up date of this return (For returns made up to a date on or after 1
	October 2011)
AR01(C3)	AR01 continuation - Secretary's details
AR01(C4)	AR01 continuation - Corporate secretary's details
AR01(C5)	AR01 continuation - Director's details
AR01(C6)	AR01 continuation - Corporate director's details
AR01(C7)	AR01 continuation - Statement of capital
AR01(C8)	AR01 continuation - Statement of capital (Voting rights)
CO26	Annual Accounts
CO27	Consent to Late Filing of Accounts
	<b>o</b>

#### Certificates

COSC1	Share Certificate - by two Directors or a Director and Secretary (With Seal)
COSC2	Share Certificate - by two Directors or a Director and Secretary (No Seal)
COSC3	Share Certificate – by Company with Single Director and no Company Secretary (No Seal)
COSC4	Share Certificate – by Company with Single Director and no Company Secretary (With
	Seal)

#### **Change of Constitution**

	CC01	Notice of restriction on the company's articles
--	------	---

- CC02 Notice of removal of restriction on the company's articles
- □ CC03 Statement of compliance where amendment of articles restricted
- □ CC04 Statement of company's objects
- □ CC05 Change of constitution by enactment
- □ CC06 Change of constitution by order of court or other authority

#### Change of Name

- ◆ □ CO41 Change of Company Name (Special Resolution)
  - □ CO42 Change of Company Name (Written Resolution)
  - □ NE01 Exemption from requirement as to use of "limited" or "cyfyngedig" on change of name
  - □ NM01 Notice of change of name by resolution
  - □ NM02 Notice of change of name by conditional resolution
  - □ NM03 Notice confirming satisfaction of the conditional resolution for change of name
  - NM04 Notice of change of name by means provided for in the articles
  - □ NM05 Notice of change of name by resolution of directors
  - NM06 Request to seek comments of government department or other specified body on change of name

#### **Change of Details**

- □ AD01 Change of registered office address
- □ AD02 Notification of single alternative inspection location (SAIL)
- AD03 Change of location of the company records to the single alternative inspection location (SAIL)
- □ AD04 Change of location of the company records to the registered office
- □ CO62 Change of Registered Office (Special Resolution)

#### **Company Names Tribunal**

+	CNA1	Application Form
+	CNA2	Notice of defence
+	CNA3	Notice of giving evidence
+	CNA4	Request for a hearing to be appointed
+	CNA5	Request for an extension of time
+	CNA6	Request for security for costs
+	CNA7	Appointment or change of agent or contact address

+ G FS2 Fee sheet for: UK Designs, Patents, & Trade Marks forms and Patent Co-operation Treaty (PCT) forms

#### **Community Interest Companies**

	CIC14	Application to alter the objects of a Community Interest Company Application to alter the objects of a Community Interest Company (continuation sheet)
	CIC14(cont) CIC36	
		Declarations on Formation of a Community Interest Company
	CIC37	Declarations on Conversion to a Community Interest Company
	CIC36/37 (cont)	Continuation Sheet (for use with CIC36 and CIC37)
	CIC34a	Community Interest Company Report (simplified)
	CIC34b	Community Interest Company Report (detailed)
	CIC34(cont)	Community Interest Company Report (continuation sheet)
	CIC53	Consent to asset transfer other than for full consideration
	CIC53(cont)	Declaration on Dissolution of a Community Interest Company (continuation sheet)
	CIC61	Memorandum of association for a community interest company limited by guarantee
	CIC62	Memorandum of association for a community interest company limited by shares
	CIC63	Model articles of association for a community interest company limited by guarantee
	CIC71	Reply Return: Request for consent to transfer of assets for less than full consideration
	CIC73	Special Resolution to change, specify or remove an asset-locked body in the articles of association
Π	CIC74	Conversion from a charity to a community interest company (Special Resolution)
	CIC75	Conversion from a community interest company to a charity (Special Resolution)
П	CIC76	Conversion from an "ordinary" limited company to a community interest company (Special
	01070	Resolution)

#### **Cross Border Mergers**

- □ CB01 Notice of cross border merger involving a UK registered company
- CB01(C1) CB01 continuation Merging company details
- □ CB01(C2) CB01 continuation Details of meetings
- UNCB01 Notice of a cross border merger involving an unregistered company that has a principal place of business in the UK
- UNCB01(C1) UNCB01 continuation Merging company details
- UNCB01(C2) UNCB01 continuation Details of meetings

#### **Directors and Secretaries**

- AP01 Appointment of director
- □ AP02 Appointment of corporate director
- □ AP03 Appointment of secretary
- AP04 Appointment of corporate secretary
- CH01 Change of director's details
- □ CH01(N1) CH01 Supplementary guidance
- CH02 Change of corporate director's details
- □ CH03 Change of secretary's details
- □ CH04 Change of corporate secretary's details

	CODec1	Director's Declaration of Interes

- □ TM01 Termination of appointment of director
- □ TM02 Termination of appointment of secretary

#### Dissolution

٠

DS01	Striking off application by a company
DS01(C1)	DS01 continuation - Signature of director(s)
DS02	Withdrawal of striking off application by a company

#### General

CO15	Minutes of the First Board Meeting
CO18	Chairperson's Notes for First General Meeting of a company
CO19	Minutes of the First General Meeting
CO22	Minutes of the General Meeting
CO24	Minutes of the Board Meeting
CO28	Board Minutes – Calling for Extraordinary General Meeting
CO30	Proposed Resolutions
CO31	Dormant Company Resolution
CO32	Ordinary Resolution(s)
CO33	Extraordinary Resolution(s)
CO38	Minutes of the Class Meeting
CO39	Agreement to Short Notice for Extraordinary General Meeting to Consider Special Resolution(s) (Private Limited Company with Shares)
CO40	Agreement to Short Notice for Extraordinary General Meeting (Private Limited Company with Shares)
CO45	Purchase of Own Shares Using Capital (Special Resolution)
CO47	Sanction Liquidator's Sale in Members' Voluntary Winding Up (Special Resolution)
CO48	Winding Up Voluntarily (Special Resolution)
CO57	Winding Up Voluntarily (Extraordinary Resolution) (Companies Act 1985)
	<ul> <li>CO18</li> <li>CO19</li> <li>CO22</li> <li>CO24</li> <li>CO28</li> <li>CO30</li> <li>CO31</li> <li>CO32</li> <li>CO33</li> <li>CO38</li> <li>CO39</li> <li>CO40</li> <li>CO45</li> <li>CO47</li> <li>CO48</li> </ul>

◆ □ CO102 Deed of adherence to shareholder agreement

#### Incorporations

IN01	Application to register a company
INUT	
IN01(C1)	IN01 continuation - Secretary appointments
IN01(C2)	IN01 continuation - Corporate secretary appointments
IN01(C3)	IN01 continuation - Director appointments
IN01(C4)	IN01 continuation - Corporate director appointments
IN01(C5)	IN01 continuation - Statement of capital
IN01(C6)	IN01 continuation - Statement of capital (Prescribed particulars of rights attached to
	shares)
IN01(C7)	IN01 continuation - Initial shareholdings
IN01(C8)	IN01 continuation - Subscribers
IN01(C9)	IN01 continuation - Statement of compliance delivered by the subscribers

#### **Investment Company**

- □ IC01 Notice of intention to carry on business as an investment company
- □ IC02 Notice that a company no longer wishes to be an investment company

#### **Limited Partnership Forms**

LP5	Application for Registration of a Limited Partnership
LP6	Limited Partnership Statement

#### Liquidation

LQ01	Notice of appointment of an administrative receiver, receiver or manager
LQ02	Notice of ceasing to act as an administrative receiver, receiver or manager

#### Memoranda and Articles

CO4 Articles of Association (Private Company Limited by Shares) (The Companies (Model

		CO5 CO7 CO8	Articles) Regulations 2008, Schedule 1, Regulation 2) Articles of Association (Private Company Limited by Guarantee) (The Companies (Model Articles) Regulations 2008, Schedule 2, Regulation 3) Memorandum of Association (Company having a Share Capital) Memorandum of Association (Company not having a Share Capital)
Мо	rtgag	ge <i>to use digita</i>	l submission for mortgage filing, ask about Laserform Hub
		MR01 MR02 MR03 MR04 MR04(C1)	Particulars of a charge Particulars of a charge subject to which property or undertaking has been acquired Particulars for the registration of a charge to secure a series of debentures Statement of satisfaction in full or in part of charge MR04 continuation - description of the instrument by which the charge is created or evidenced
		MR04(C2) MR05	MR04 continuation - short particulars of the property or undertaking charged Statement that part or the whole of the property charged (a) has been released from the charge (b) no longer forms part of the company's property
		MR05(C1)	MR05 continuation - description of the instrument by which the charge is created or evidenced
		MR05(C2) MR05(C3)	MR05 continuation - short particulars of the property or undertaking charged MR05 continuation - brief description of assets or property released from the charge and/or of property that has ceased to form part of the company's property or undertaking
		MR06 MR07 MR07(C1)	Statement of company acting as a trustee Particulars of alteration of a new charge (particulars of a negative pledge) MR07 continuation - description of the instrument by which the charge is created or evidenced
		MR07(C2) MR08 MR08(C1) MR08(C2)	MR07 continuation - short particulars of the property or undertaking charged Particulars of a charge where there is no instrument MR08 continuation – persons entitled to the charge MR08 continuation – nature of the charge
		MR08(C3) MR08(C4) MR09	MR08 continuation – short description of the property or undertaking charged MR08 continuation – obligations secured by the charge Particulars of a charge subject to which property or undertaking has been acquired where there is no instrument
		MR09(C1) MR09(C2) MR09(C3) MR09(C4) MR10	MR09 continuation – names of trustees for the debenture holders MR09 continuation – nature of the charge MR09 continuation – description of property or undertaking MR09 continuation – obligations secured by the charge Particulars for the registration of a charge to secure a series of debentures where there is no
0		MR10(C1) MR10(C2) MR10(C3) MR10(C4) M466	instrument MR10 continuation – names of trustees for the debenture holders MR10 continuation – nature of the charge MR10 continuation – description of property or undertaking MR10 continuation – obligations secured by the charge Particulars of an instrument of alteration to a floating charge created by a company registered in Scotland
No	tices	5	U C C C C C C C C C C C C C C C C C C C

	CO16	First General Meeting Notice
•	0010	5
•	CO17	Notice and Agenda – First General Meeting
•	CO20	Annual General Meeting Notice
٠	CO21	Notice and Agenda – Annual General Meeting (Private Company)
٠	CO23	General Meeting Notice
٠	CO25	Notice and Agenda – Annual General Meeting (Public Company with Listed Shares)
٠	CO29	Notice of Extraordinary General Meeting
٠	CO37	Notice of Class Meeting
٠	CO44	Notice to Make the Liability of the Director(s) Unlimited (Special Resolution)
٠	CO50	Notice of Reduction of Capital (Special Resolution)
٠	CO60	Notice of Change to the Articles of Association (Special Resolution)
٠	CO61	Notice of Change of Provisions of the Memorandum of Association (Special
		Resolution)

#### **Opening of Overseas Branch Register**

- □ AD06 Notice of opening of overseas branch register
- AD07 Notice of discontinuance of overseas branch register

#### **Other Appointments**

	AP05	Appointment of a manager under Section 47 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 or receiver and manager under Section 18 of the
		Charities Act 1993 or judicial factor (Scotland)
	<b></b>	•
	CH05	Change of service address for manager appointed under Section 47 of the Companies
		(Audit, Investigations and Community Enterprise) Act 2004 or receiver and manager under
		Section 18 of the Charities Act 1993 or judicial factor (Scotland)
	CO35	Appointment of Proxy with Voting Instruction
	CO36	Appointment of Proxy – Private Company
	TM03	Termination of appointment of manager under Section 47 of the Companies (Audit,
_		Investigations and Community Enterprise) Act 2004 or receiver and manager under

Section 18 of the Charities Act 1993 or judicial factor (Scotland)

#### **Registrars Powers**

RP01 RP02A	Replacement of document not meeting requirements for proper delivery Application for rectification by the Registrar of Companies
RP02B	Application for rectification of a registered office or UK establishment address by the
	Registrar of Companies
RP03	Notice of an objection to a request for the Registrar of Companies to rectify the Register
RP04	Second filing of a document previously delivered
VT01	Certified voluntary translation of an original document that is or has been delivered to the
	Registrar of Companies

#### **Re-Registration**

	CO65 CO65(C) CO66	Form of assent for re-registration of public company as private and limited Continuation - Form of assent for re-registration of public company as private and limited Form of assent for re-registration of private limited company as unlimited
	CO66(C)	Continuation - Form of assent for re-registration of private limited company as unlimited
	RR01	Application by a private company for re-registration as a public company
	RR02	Application by a public company for re-registration as a private limited company
	RR03	Notice by the company of application to the court for cancellation of resolution for re- registration
	RR04	Notice by the applicants of application to the court for cancellation of resolution for re- registration
	RR04(C1)	RR04 continuation - Signatures
	RR05	Application by a private limited company for re-registration as an unlimited company
	RR05(C1)	RR05 continuation - Signatures
	RR06	Application by an unlimited company for re-registration as a private limited company
Π	RR07	Application by a public company for re-registration as a private unlimited company
	RR07(C1)	RR07 continuation - Signatures
П	RR08	Application by a public company for re-registration as a private limited company following
_		a court order reducing capital
П	RR09	Application by a public company for re-registration as a private company following a
_		cancellation of shares
	RR10	Application by a public company for re-registration as a private company following a
		reduction of capital due to redenomination

## Share Capital

	980(1)	Notice to non-assenting shareholders
	980dec	Statutory declaration relating to a notice to non-assenting shareholders
	984	Notice to non-assenting shareholders
٠	CO45	Purchase of Own Shares Using Capital (Special Resolution)
٠	CO46	Disapplication of Pre-Emption Rights (Special Resolution)
-	SH01	Return of allotmont of shares

SH01 Return of allotment of shares

	SH01(C1) SH01(C2)	SH01 continuation - Statement of capital SH01 continuation - Statement of capital (Prescribed particulars of rights attached to		
	SH02	shares) Notice of consolidation, sub-division, redemption of shares or re-conversion of stock into		
	01102	shares		
	SH02(C1) SH02(C2)	SH02 continuation - Statement of capital SH02 continuation - Statement of capital (Prescribed particulars of rights attached to shares)		
	SH03	Return of purchase of own shares		
	SH04	Notice of sale or transfer of treasury shares by a public limited company (PLC)		
	SH05 SH05(C1)	Notice of cancellation of treasury shares by a public limited company (PLC) SH05 continuation - Statement of capital		
	SH05(C1) SH05(C2)	SH05 continuation - Statement of capital (Prescribed particulars of rights attached to		
	01100(02)	shares)		
	SH06	Notice of cancellation of shares		
	SH06(C1)	SH06 continuation - Statement of capital		
	SH06(C2)	SH06 continuation - Statement of capital (prescribed particulars of rights attached to shares)		
	SH07	Notice of cancellation of shares held by or for a public company		
	SH07(C1)	SH07 continuation - Statement of capital		
	SH07(C2)	SH07 continuation - Statement of capital (Prescribed particulars of rights attached to shares)		
	SH08	Notice of name or other designation of class of shares		
	SH09	Return of allotment by an unlimited company allotting a new class of shares		
	SH09(C1)	SH09 continuation - Prescribed particulars of rights attached to shares		
	SH10	Notice of particulars of variation of rights attached to shares		
	SH10(C1) SH11	SH10 continuation - Details of variation of rights Notice of new class of members		
	SH11(C1)	SH11 continuation - Rights attached to class of members		
	SH12	Notice of particulars of variation of class rights		
	SH12(C1)	SH12 continuation - Variation in the rights of the class of members		
	SH13	Notice of name or other designation of class of members		
	SH14	Notice of redenomination		
	SH14(C1)	SH14 continuation - Statement of capital		
	SH14(C2)	SH14 continuation - Statement of capital (Prescribed particulars of rights attached to shares)		
	SH15	Notice of reduction of capital following redenomination		
	SH15(C1)	SH15 continuation - Statement of capital		
	SH15(C2)	SH15 continuation - Statement of capital (Prescribed particulars of rights attached to shares)		
	SH16	Notice by the applicants of application to court for cancellation of the special resolution approving a redemption or purchase of shares out of capital		
	SH16(C1)	SH16 continuation - Signatures of applicants or person who made the application on their behalf		
	SH17	Notice by the company of application to court for cancellation of the special resolution approving a redemption or purchase of shares out of capital		
	SH19	Statement of capital under section 644 or 649		
_	(644&649)			
	SH19(644& 649)C1	SH19 (644&649) continuation - Statement of capital		
	SH19(644&	SH19 (644&649) continuation - Statement of capital (Prescribed particulars of rights		
	649)C2	attached to shares)		
	SH19(108)	Statement of capital under section 108		
	SH19(108)	SH19(108) continuation - Statement of capital		
	(C1)	CH10(100) continuation. Ctotoment of conital (properihed particulars of rights attack a lite		
	SH19(108)	SH19(108) continuation - Statement of capital (prescribed particulars of rights attached to shares)		
	(C2) SH50	Application for trading certificate for a public company		
Share S	Share Schemes			

+	EIS1	Enterprise Investment Scheme Compliance Statement
+	JE430(1)	Joint Election under s430 ITEPA 2003 for outstanding restrictions to be ignored, by
		employer and single employee
+	JE430(2)	Joint Election under s430 ITEPA 2003 for outstanding restrictions to be ignored, by

t JE431(1) employer and multiple employees

- Joint Election under s431 ITEPA 2003 for full or partial disapplication of Chapter 2, by employer and single employee
- t Joint Election under s431 ITEPA 2003 for full or partial disapplication of Chapter 2, by JE431(2) employer and multiple employees
- t Share Incentive Plan (HMRC model trust deed) SIPTD1

# **COMPANY - EUROPEAN ECONOMIC INTEREST GROUPING**

#### Change of Details

EECH01	Change of manager's details of an EEIG where the official address of the EEIG is in the UK
EECH02	Change of corporate manager's details of an EEIG where the official address of the EEIG is in the UK
EEMP01	Notice of documents and particulars required to be filed for an EEIG

□ EEMP02 Notice of setting up or closure of an establishment of an EEIG

#### **Change of Name**

ement of name, other than registered name, under which an EEIG, whose official
ress is outside the UK, proposes to carry on business in the UK
tement of name, other than registered name, under which an EEIG, whose official ress is outside the UK, proposes to carry on business in substitution for name viously approved

#### Formations

	EEFM01	Statement of name, official address, members, objects and duration for EEIG whose official address is in the UK
	EEFM01(C1)	EEFM01 continuation - Member
	EEFM01(C2)	EEFM01 continuation - Corporate member
	EEFM02	Statement of name, establishment address in the UK and members of an EEIG whose
		official address is outside the UK
	EEFM02(C1)	EEFM02 continuation - Member
	EEFM02(C2)	EEFM02 continuation - Corporate member
Appointments		

EEAP01	Appointment of manager of an EEIG where the official address of the EEIG is in the UK
EEAP02	Appointment of corporate manager of an EEIG where the official address is in the UK
EETM01	Termination of appointment of manager of an EEIG where the official address is in the UK

## **COMPANY - SOCIETAS EUROPAEA**

#### **Change of Details**

SEAS01	Amendment of Statutes of a Societas Europaea (SE)
SECH01	Change of member's details of a supervisory organ of a Societas Europaea
	(SE)
SECH02	Change of corporate member's details of a supervisory organ of a Societas Europaea
	(SE)

#### Conversions

- □ SECV01 Conversion of Societas Europaea (SE) to a Public Limited Company (PLC)
- □ SECV01(C1) SECV01 continuation Secretary appointments
- □ SECV01(C2) SECV01 continuation Corporate secretary appointments
- □ SECV01(C3) SECV01 continuation Director appointments
- SECV01(C4) SECV01 continuation Corporate director appointments
- □ SECV01(C5) SECV01 continuation Statement of capital
- □ SECV01(C6) SECV01 continuation Prescribed particulars of rights attached to shares

#### Draft Terms

- SEDT01 Draft terms of formation of holding Societas Europaea (SE) involving a United Kingdom (UK) registered company or SE
- □ SEDT02 Draft terms of conversion of a Public Limited Company (PLC) to Societas Europaea (SE)

# **COMPANY - OVERSEAS**

#### **Change of Constitution**

OSCC01 Return	n by an overseas comp	any of an alteration	to constitutional	documents
---------------	-----------------------	----------------------	-------------------	-----------

#### **Change of Details**

OSAA01	Statement of details of parent law and other information for an overseas company
OSAD02	Notice of location, or change in location, of instruments creating charges and register of charges for an overseas company
OSCC02	Return by an overseas company of change of UK establishment relating to constitutional documents
OSCH01	Return by a UK establishment of an overseas company for change of details
OSCH02	Return by an overseas company for a change of company details
OSCH07	Change of details by an overseas company for a person authorised to represent the company in respect of a UK establishment
OSCH08	Change of service address for a judicial factor (Scotland) of an overseas company
OSCH09	Change of details by an overseas company for a person authorised to accept service of documents on behalf of the company in respect of a UK establishment

#### **Change of Name**

□ OSNM01 Registration of change of name of overseas company as registered in the UK

#### **Directors and Secretaries**

OSAP01	Appointment of director of an overseas company
OSAP02	Appointment of corporate director of an overseas company
OSAP03	Appointment of secretary of an overseas company
OSAP04	Appointment of corporate secretary of an overseas company
OSCH03	Change of details of a director of an overseas company
OSCH04	Change of details of a corporate director of an overseas company
OSCH05	Change of details of a secretary of an overseas company
OSCH06	Change of details of a corporate secretary of an overseas company
OSTM01	Termination of appointment of director of an overseas company
OSTM02	Termination of appointment of secretary of an overseas company

#### Dissolution

OSDS01	Notice of closure of a UK establishment of an overseas company
OSDS01(C1)	OSDS01 continuation - UK establishment details
OSDS02	Notice of termination of winding up of an overseas company

# OSDS02

## Liquidation

OSLQ01	Notice of appointment of a liquidator of an overseas company
OSLQ02	Notice by an overseas company which becomes subject to proceedings relating to
	insolvency
OSLQ03	Notice of winding up of an overseas company
OSLQ04	Notice by an overseas company on cessation of proceedings relating to insolvency
	OSLQ02 OSLQ03

## Registrations

OSAA02	Return of alteration of manner of compliance with accounting requirements
OSIN01	Registration of an overseas company opening a UK establishment
OSIN01(C1)	OSIN01 continuation - Secretary details
OSIN01(C2)	OSIN01 continuation - Corporate secretary
OSIN01(C3)	OSIN01 continuation - Director details
OSIN01(C4)	OSIN01 continuation - Corporate director details
OSIN01(C5)	OSIN01 continuation - Permanent representative's details

OSIN01(C6) OSIN01 continuation - Details of person authorised to accept service of documents in the UK

#### Mortgage

- OSMG02 Statement of satisfaction in full or in part of a mortgage or charge for an overseas company
- OSMG02(C1 OS MG02 continuation Name and address of chargee(s), or trustee(s) for the debenture holders
- OSMG02(C2 OS MG02 continuation Short particulars of all the property mortgaged or charged
- OSMG03 Application for registration of a memorandum of satisfaction that part (or the whole) of the property charged (a) has been released from the charge; (b) no longer forms part of the company's property, for an overseas company
- OSMG03(C1 OSMG03 continuation Name and address of chargee(s), or trustee(s) for the debenture holders
- OSMG03(C2 OS MG03 continuation Short particulars of all the property mortgaged or charged

)

#### **Other Appointments**

- OSAP05 Appointment by an overseas company of a person authorised to represent the company as a permanent representative in respect of a UK establishment
- □ OSAP06 Appointment of judicial factor (Scotland) for an overseas company
- OSAP07 Appointment by an overseas company of a person authorised to accept service of documents on behalf of the company in respect of a UK establishment
- OSTM03 Termination of appointment by an overseas company of a person authorised to accept service of documents or person authorised to represent the company in respect of a UK establishment
  - OSTM04 Termination of appointment of judicial factor (Scotland) of an overseas company

#### **Transitional Returns**

- OSTN01 Transitional return by a UK establishment of an overseas company
- □ OSTN01(C1) OSTN01 continuation Permanent representative
- OSTN02(C2) OSTN01 continuation Person authorised to accept service

#### Formations

 $\square$ 

SEFM01	Formation by merger of Societas Europaea (SE) to be registered in the United Kingdom (UK)
SEFM01(C1)	SEFM01 continuation - Details of Companies or SEs merging to form an SE
SEFM01(C2)	SEFM01 continuation - Member appointments
SEFM01(C3)	SEFM01 continuation - Corporate member appointments
SEFM02	Formation of holding Societas Europaea (SE)
SEFM02(C1)	SEFM02 continuation - Detail of promoting companies or SEs
SEFM02(C2)	SEFM02 continuation - Member appointments
SEFM02(C3)	SEFM02 continuation - Corporate member appointments
SEFM03	Formation of subsidiary Societas Europaea (SE) under Article 2(3) of Council Regulation
	(EC) No 2157/2001
SEFM03(C1)	SEFM03 continuation - Details of subscribing SEs, companies, firms or legal bodies
SEFM03(C2)	SEFM03 continuation - Member appointments
SEFM03(C3)	SEFM03 continuation - Corporate member appointments
SEFM04	Transformation of a Public Limited Company (PLC) to Societas Europaea (SE)
SEFM04(C1)	SEFM04 continuation - Member Appointments
SEFM04(C2)	SEFM04 continuation - Corporate member appointments
SEFM05	Formation of subsidiary Societas Europaea (SE) under Article 3(2) of Council Regulation
	(EC) No 2157/2001
SEFM05(C1)	SEFM05 continuation - Member appointments
SEFM05(C2)	SEFM05 continuation - Corporate member appointments
SESC01	Notice of satisfaction of conditions for the formation of holding Societas Europaea (SE) by
	a United Kingdom (UK) registered company or SE

#### **Other Appointments**

SEAP01 Appointment of a member of a supervisory organ of a Societas Europaea (SE)

SEAP02	Appointment of corporate member of a supervisory organ of Societas Europaea (SE)
SETM01	Termination of appointment of member of a supervisory organ of Societas Europaea (SE)

#### **Solvency Statement**

SESS01	Statement of solvency by members of Societas Europaea (SE) which is proposing to
	transfer from the United Kingdom (UK)
SESS01(C1)	SESS01 continuation - Signatures of the Members of the management or administrative
	organ of the SE named in section 1

## Transfer

SETR01	Proposed transfer from the United Kingdom (UK) of Societas Europaea (SE)
SETR02	Transfer to the United Kingdom (UK) of Societas Europaea (SE)
SETR02(C1)	SETR02 continuation – Member appointments
SETR02(C2)	SETR02 continuation – Corporate member appointments
SETR03	Transfer from United Kingdom (UK) of Societas Europaea (SE)

## Winding Up

SEWU01	Notice of initiation or termination of winding up, liquidation, insolvency, or cessation of
	payment procedures and decision to continue operating of Societas Europaea (SE)

# **COMPENSATION RECOVERY**

#### General

CRU1(Sol)	Solicitor's Registration Form (Department for Work and Pensions)
CRU1(Ref)	Solicitor's referral back to Insurance Company Form (Department for Work and
	Pensions)
CRU1(Appea	Appeal Form (Department for Work and Pensions)
l)	

#### Notices

CRU1	Notification of a claim for compensation (Department for Work and Pensions)
CRUNHS30	Notification of an appeal against NHS charges (Department for Work and Pensions)

- Notification of an appeal against NHS charges (Department for Work and Pensions) (NHS30)

# **CONVEYANCING (SCOTLAND)**

#### Searches

SCOTFOR Coal Mining Search (2006) (Scotland only)
 M

## **Registers of Scotland forms**

0	C&S1	Application for Recording in the Register of Deeds in the Books of Council and Session
0	RoSA	Application for Registration Part A
0	RoSB	Application for Registration (RoS) Part B
0	RoSD	Declaration (RoS)
0	RoSApp	Additional Information Sheet – Applicants
0	RoSGr	Additional Information Sheet – Granters
0	RoSPr	Additional Information Sheet – Property
0	RoST	Additional Information Sheet – Title number
0	RoSAd	Additional Further Information Sheet
0	RoSI	Inventory of Deeds
0	RoSILR	Notification of inaccuracy in the Land Register
0	RoSPC	Form of Notification by prescriptive claimants
0	RoSRC	Application relating to a caveat
0	RoSVW	Application to vary a warranty
0	P16	Application to compare a Bounding Description with the Ordnance Map
0	P17	Application to compare Boundaries on Certificate Plan with Ordnance Map
0	SAF	Sasine Application Form
0	SAF(AP)	Sasine Application Form including additional pages
0	IDForm	Identification (ID) Form (confirming identity of applicant if other than solicitor or licensed conveyancer)
0	RCIL(AT)	Notice of Interest in Acquiring Land

# COURT (SCOTLAND)

#### **Power of Attorney**

● □ POA1(Scot Powers of Attorney Registration Form – Scotland

#### **Court of Session**

)

0	CoS1	Summons (Form 13.2-A)
2	CoS1(C)	Summons (Form 13.2-A) (Certified Copy)
2	CoS1(E)	Summons (Form 13.2-A) (Execution Copy)
0	CoS2	Petition (Form 14.4)
2	CoS2(C)	Petition (Form 14.4) (Certified Copy)
2	CoS2(E)	Petition (Form 14.4) (Execution Copy)
2	CoS3	Interlocutor Sheet
2	CoS4	Motion Sheet (Form 23.2)
2	CoS5	Minute of Proceedings
2	CoS6	Inventory of Productions
2	CoS7	Form of Backing
2	CoS8	Citation (Form 14.7)
2	CoS9	Inventory of Process
2	CoS10	Citation of defender (Form 13.7)
2	CoS11	Certificate of service, or intimation on a warrant, by post (Form 16.4)
2	CoS12	Motion sheet
2	CoS13	Header sheet

## **Small Claims**

0		SC1(SC)	Small Claim Summons
0		SC1a(SC)	Small Claim Summons – Defender's copy: Claim for or including payment of money (where time to pay direction or time order may be applied for)
0		SC1b(SC)	Small Claim Summons – Defender's copy: (Claim other than claim for or including payment of money where time to pay direction or time order may be applied for)
Su	ımma	ary Cause	
0		PI1e(Sc)	Summary Cause Summons – Personal Injuries Action Rule 34.3(1)(a) (Defender's Copy: Claim for payment of money in a personal injuries action (where time to pay direction may be applied for) (Form1e)
0		PI1f(Sc)	Summary Cause Summons – Personal Injuries Action Rule 34.3(1)(b) (Defender's Copy: Claim for payment of money in a personal injuries action (where time to pay direction may not be applied for) (Form1f)
0		SC1	Summary Cause Summons
0		SC1a	Summary Cause Summons – Defender's copy: Claim for or including payment of money (where time to pay direction or time order may be applied for)
0		SC1b	Summary Cause Summons – Defender's copy: Claim for or including payment of money (where time to pay direction or time order may not be applied for)
0		SC1c	Summary Cause Summons – Defender's copy: Non Monetary Claim
0		SC1d	Summary Cause Summons – Defender's copy: Action of Multiplepoinding

# **GAMBLING ACT**

#### Applications

	GA1	Application for a premises licence under the Gambling Act 2005 (standard form)
	••••	
	GA1V	Application for a premises licence under the Gambling Act 2005 (vessel)
	GA2	Application to vary a premises licence under the Gambling Act 2005
	GA3	Application to transfer a premises licence under the Gambling Act 2005
	GA4	Application for the reinstatement of a premises licence under the Gambling Act 2005
	GA5	Application for a provisional statement under the Gambling Act 2005 (standard form)
	GA5V	Application for a provisional statement under the Gambling Act 2005 (vessel)
	GA23	Application form for a Club Gaming Permit or Club Machine Permit
	GA24	Application for a review of a premises licence under the Gambling Act 2005
•	GA25	Application to vary [club gaming permit] [club machine permit]
•	GA26	Application for certified copy of a club gaming permit or a club machine permit
	GA51	Application for registration of non-commercial society (Small Society Lotteries)
•	GA52	Application for cancellation of registration of non-commercial society (Small Society Lotteries)

#### **Gambling Appeals Tribunal**

†	GAT1	Notice of Appeal

- Application for a fee exemption or remission Application for fee remission for a company t GAT2
- t GAT3
- t Application for Tribunal Review GAT4
- Application for permission for leave to appeal to the High Court or the Court of Session t GAT5

#### Notices

٠

	GA6	Notice of Application for a premises licence (Gambling Act 2005) – One Applicant (form of notice to be given to the responsible authorities) (Form A)
	GA7	Notice of Application for a premises licence (Gambling Act 2005) – Two or more Applicants (form of notice to be given to the responsible authorities) (Form B)
	GA8	Notice of Application for a premises licence under the Gambling Act 2005 – One or more Applicants (form of notice to be published)
	GA9	Notice of Application to vary a premises licence (Gambling Act 2005) – One Applicant (form of notice to be given to the responsible authorities) (Form A)
	GA10	Notice of Application to vary premises licence (Gambling Act 2005) – Two or more Applicants (form of notice to be given to the responsible authorities) (Form B)
	GA11	Notice of Application to vary a premises licence under the Gambling Act 2005 – One or more Applicants (form of notice to be published)
	GA12	Notice of Application to transfer a premises licence (Gambling Act 2005) – One Applicant (form of notice to be given to the responsible authorities) (Form A)
	GA13	Notice of Application to transfer premises licence (Gambling Act 2005) – Two or more Applicants (form of notice to be given to the responsible authorities) (Form B)
	GA14	Notice of Application for the reinstatement of a premises licence (Gambling Act 2005) – One Applicant (form of notice to be given to the responsible authorities) (Form A)
	GA15	Notice of Application for the reinstatement of a premises licence (Gambling Act 2005) -
	GA16	Two or more Applicants (form of notice to be given to the responsible authorities) (Form B) Notice of Application for a provisional statement (Gambling Act 2005) – One Applicant (form
	GA17	of notice to be given to the responsible authorities) (Form A) Notice of Application for a provisional statement (Gambling Act 2005) – Two or more Applicants (form of notice to be given to the responsible authorities) (Form B)
	GA18	Notice of Application for a provisional statement under the Gambling Act 2005 – One or more Applicants (form of notice to be published)
	GA19	Temporary use notice under the Gambling Act 2005 (for premises other than vessels)
	GA19V	Temporary use notice under the Gambling Act 2005 (vessels)
٠	GA20	Application for replacement endorsed copy of a temporary use notice which has been [lost] [stolen] [damaged]
٠	GA21	Notice of withdrawal of temporary use notice
٠ •	GA22	Application for copy of [premises licence issued] [summary given] under section 164 Gambling Act 2005

- ♦ □ GA31 Notice by permit holder of name change (licensed premises gaming machine permit)
  - GA40 Notice of surrender of a club gaming permit or a club machine permit
- ◆ □ GA41 Notice of surrender of premises licence

٠

- ♦ GA42 Notice of surrender of licensed premises gaming machine permit
- ♦ □ GA43 Notice of surrender of prize gaming permit

# **HM REVENUE AND CUSTOMS**

#### Anti Avoidance Schemes

AAG1	Notification by scheme promoter
AAG2	Notification by scheme user where offshore promoter does not notify
AAG3	Notification by scheme user where there is no promoter, or scheme is promoted by a lawyer who is unable to make full notification
AAG4	Notification of scheme reference number by scheme user
AAG4(IHT)	Disclosure to HMRC of IHT avoidance scheme - Notification of scheme reference number
	(notification by scheme user)
AAG5	Continuation sheet
AAG6	Disclosure of avoidance scheme - Notification of scheme reference number (notification by promoter to scheme member)
AAG6(IHT)	Disclosure of IHT avoidance scheme - Notification of scheme reference number (notification by promoter to scheme member)

#### Certificates

R185	Certificate of Deduction of Income Tax
R185A	Dividend Certificate
R185(EI)	Statement of income from estates (official form R185 (Estate Income))
R185(S)	Statement of trust income chargeable on settlor (official form R185 (Settlor))
R185(TI)	Statement of income from trusts (official form R185 (Trust Income))
38E	Certificate of Annual Interest paid

#### Checklists

CGTCHK1	Checklist for Capital Gains Tax for trusts and estates
IHTCHK1	Checklist for Inheritance Tax
TECHK1	Checklist for trusts and estates

#### General

+

۲

Maintenance does not apply to the R40 forms

CG34	Application for post transaction valuation check
------	--

- STAMP22 Apportionment of Consideration under Agreement for Sale
- R38 Tax Claim
- R40(M)(2013 Claim for repayment of tax deducted from savings and investments (2013)
- R40(Notes) Notes for completing form R40(M)
- R40(CG) Capital Gains Tax Notice (2009)
- (2009)
- DOM1 Income and Chargeable gains Domicile
- □ R85(2010) Getting your interest without tax taken off (2010)
- P85 Income Tax Leaving the United Kingdom
- I 41G Trust Request for information for HM Revenue & Customs purposes
- □ 64-8 Authorising your agent

#### Inheritance Tax forms

CAPA5C	Inland Revenue Account
IHT30	Application for clearance certificate

- □ IHT35 Claim for relief Loss on sale of Shares
- □ IHT35C Continuation sheet to IHT35
- □ IHT38 Claim for relief Loss on sale of Land
- □ IHT100 Inheritance Tax Account
- □ IHT100a Gifts and other transfers of value
- □ IHT100b Termination of an interest in possession
- □ IHT100C Assets ceasing to be held on discretionary trusts. Proportionate charge
- IHT100D Non Interest in possession Settlements Principal charge (ten-year anniversary)
- □ IHT100E Charges on special trusts

	_		Occupation of any different expression. Discussed of time an underwood
		IHT100F	Cessation of conditional exemption. Disposal of timber or underwood
		IHT100g	Alternatively Secured Pension chargeable event Inheritance tax worksheet
		IHT100WS	
		IHT105	Alternatively secured or unsecured pension fund Return of information
		IHT217	Claim to transfer unused nil rate band for excepted estates
		IHT400	Inheritance Tax account IHT400
		IHT400(Calc)	Inheritance Tax account IHT400 Calculation
		IHT401	Domicile outside the United Kingdom
		IHT402	Claim to transfer unused nil rate band
		IHT403	Gifts and other transfers of value
		IHT404	Jointly owned assets
		IHT405	Houses, land, buildings and interests in land
		IHT406	Bank and building society accounts and National Savings & Investments
		IHT407	Household and personal goods
		IHT408 IHT409	Household and personal goods donated to charity Pensions
		IHT410 IHT411	Life assurance and annuities Listed stocks and shares
		IHT412	Unlisted stocks and shares and control holdings
		IHT412	Business and partnership interests and assets
		IHT413	Agricultural relief
		IHT415	Interest in another estate
		IHT416	Debts due to the estate
		IHT417	Foreign assets
		IHT418	Assets held in trust
		IHT419	Debts owed by the deceased
		IHT420	National Heritage assets, Conditional exemption and offers in lieu of tax
		IHT421	Probate summary
		IHT422	Application for an Inheritance Tax reference
		IHT423	Direct Payment Scheme - Bank or building society account
		IHT430	Reduced rate of Inheritance Tax
		IHT500	Election for Inheritance Tax to apply to asset previously owned
0		IHTC1	Inventory Form – Confirmation (Scotland)
0		IHTC2	Inventory form – continuation sheet (Scotland)
		IHTC4	Corrective Account/Inventory
_		IHTC4(c)	Corrective Account/Inventory continuation sheet
0		IHTC4(S)	To accompany Corrective Account/Inventory form C4 for confirmation or recording purposes
_			in Scotland
0		IHTC5(2006)	Return of Estate Information(Where death occurred on or after 1st September 2006)
•	_		(Scotland)
0		IHTC5(OUK)	Return of Estate Information (Domiciled outside UK) (Where death occurred on or after 1st
6		(2006)	September 2006) (Scotland) Information about Small Estates (Where death occurred on or after 1st September 2006)
0		IHTC5(SE) (2006)	(Scotland)
		(2000) IHTD31	Domicile outside the United Kingdom (for use with IHT100)
		IHTD32	Stocks and shares (for use with IHT100)
		IHTD33	Debts due to Settlement or Trust (for use with IHT100)
		IHTD34	Life insurance and annuities (for use with IHT100)
		IHTD35	Household and personal goods (for use with IHT100)
		IHTD36	Land, buildings and interests in land (for use with IHT100)
		IHTD37	Agricultural Relief (for use with IHT100)
		IHTD38	Business relief, business or partnership interests (for use with IHT100)
		IHTD39	Foreign assets (for use with IHT100)
		IHTD40	Continuation sheet for additional information (for use with IHT100)
		IHTD41	Checklist
		IOV2	Instrument of Variation checklist

#### Inheritance Tax - ENHANCED FORMS

The following bespoke forms and schedules copy data and calculate across the forms and schedules and all of the required forms can be saved as one file. These bespoke forms are not provided as part of the standard catalogue and must be specifically ordered.

- □ IHT400+ Inheritance Tax account IHT400
- □ IHT400Calc+ Inheritance Tax account IHT400 Calculation

IHT402+	Oleins to them of an universal will note been d
	Claim to transfer unused nil rate band
IHT403+	Gifts and other transfers of value
IHT404+	Jointly owned assets
IHT405+	Houses, land, buildings and interests in land
IHT406+	Bank and building society accounts and National Savings & Investments
IHT407+	Household and personal goods
IHT408+	Household and personal goods donated to charity
IHT409+	Pensions
IHT410+	Life assurance and annuities
IHT411+	Listed stocks and shares
IHT412+	Unlisted stocks and shares and control holdings
IHT413+	Business and partnership interests and assets
IHT414+	Agricultural relief
IHT415+	Interest in another estate
IHT416+	Debts due to the estate
IHT417+	Foreign assets
IHT418+	Assets held in trust
IHT419+	Debts owed by the deceased
IHT420+	National Heritage assets, Conditional exemption and offers in lieu of tax
IHT421+	Probate summary
IHT422+	Application for an Inheritance Tax reference
IHT423+	Direct Payment Scheme - Bank or building society account
IHT430+	Reduced rate of Inheritance Tax
	IHT404+ IHT405+ IHT406+ IHT407+ IHT408+ IHT409+ IHT410+ IHT410+ IHT412+ IHT413+ IHT413+ IHT415+ IHT416+ IHT416+ IHT417+ IHT418+ IHT420+ IHT420+ IHT422+ IHT422+ IHT423+

• indicates bespoke form (certain conditions apply)

#### Self Assessment (Trusts and Estates)

♦ Maintenance does not apply to the SA900 range these forms require specific versions of Laserform

- SA900(2015) Trust and Estate Tax Return (2015)
- SA901(2015) Trust and Estate Trade (2015)
- SA901L(2015) Lloyd's Underwriters: income from Membership of Lloyds (2015)
- SA902(2015) Trust and Estate Partnership (2015)
- SA903(2015) Trust and Estate UK Property (2015)
- SA904(2015) Trust and Estate Foreign (2015)
- SA905(2015) Trust and Estate Capital Gains (2015)
- SA906(2015) Trust and Estate Non-residence (2015)
- SA907(2015) Trust and Estate Charities (2015)
- SA923(2015) Estate Pension Charges etc (2015)

#### **Share Schemes**

+ +	EIS1 JE430(1)	Enterprise Investment Scheme Compliance Statement Joint Election under s430 ITEPA 2003 for outstanding restrictions to be ignored, by
	JE430(2)	employer and single employee Joint Election under s430 ITEPA 2003 for outstanding restrictions to be ignored, by
+	JE431(1)	employer and multiple employees Joint Election under s431 ITEPA 2003 for full or partial disapplication of Chapter 2, by employer and single employee
+	JE431(2)	Joint Election under s431 ITEPA 2003 for full or partial disapplication of Chapter 2, by employer and multiple employees
+	SIPTD1	Share Incentive Plan (HMRC model trust deed)

#### **Tax Tribunals**

FTC1	Application for permission to appeal and notice of appeal from First-tier Tribunal
FTC2	Application for Costs or Expenses Upper Tribunal (Tax and Chancery Chamber)
FTC3	Reference notice (Financial Services) Upper Tribunal (Tax and Chancery Chamber)
TSTax1	Notice of Appeal (Appeal to the Tax Chamber of the First-tier Tribunal)
TSTax2	Application to the First-tier Tribunal for permission to appeal to the Upper Tribunal (First-tier
	Tribunal – Tax)
TSTax3	Application to close enquiry (First -tier Tribunal)

# **IMMIGRATION**

#### **Asylum and Immigration Tribunal**

+		IAFT1	Appeal to the First-tier Tribunal (Immigration and Asylum Chamber) against an In Country
†		IAFT2	[Asylum/Immigration] Decision Appeal to the First-tier Tribunal (Immigration and Asylum Chamber) against a decision of an
+		IAFT3	Entry Clearance Officer Notice of appeal to the First-tier Tribunal (Immigration and Asylum Chamber) (Overseas –
+		IAFT4	Non-Entry Clearance) First-tier Tribunal (Immigration and Asylum Chamber) application for permission to appeal to
	_		Upper Tribunal
t		IAFT5 IAUT1	Appeal against a post IA 2014 In Country [Asylum/Immigration] Decision Application for permission to appeal from First-tier Tribunal (Immigration and Asylum Chamber)
+		UTIAC	Notice of intention to pursue appeal in the Upper Tribunal (Immigration and Asylum), Rule 17A of the Tribunal Procedure (Upper Tribunal) Rules 2008
+		IAANON01 (UT)	Application for anonymity for an appeal in the Upper Tribunal (Immigration and Asylum)
+		T480	Judicial Review Claim Form (Upper Tribunal, Immigration and Asylum Chamber)
t		T482	Fresh Claim Judicial Review Acknowledgment of Service (Upper Tribunal, Immigration and Asylum Chamber)
+		T483	Fresh Claim Judicial Review Application for urgent consideration (Upper Tribunal, Immigration and Asylum Chamber)
+		T484	Application notice, Fresh Claim Judicial Review (Upper Tribunal Immigration and Asylum Chamber)
+		T485	Statement under Upper Tribunal Rule 28A (2)(b) (Upper Tribunal, Immigration and Asylum Chamber)
+		T486	Notice of change of solicitor, Fresh Claim Judicial Review (Upper Tribunal Immigration and Asylum Chamber)
As	ylum	Support	
		ASF1	Asylum Support Application Form
		S4 S4MD	Application for provision of services or facilities for Section 4 service users Medical Declaration to Accompany Application for Support under Sections 4(2) or (3) of the Immigration and Asylum Act 1999 (Accommodation for Failed Asylum Seekers)
Ар	plicat	ion Forms	
		AN	Application for naturalisation as a British citizen
		B1	Application to be released on bail, Asylum and Immigration (treatment of claimants etc.) Act 2004
		ECAA1	Turkish Employed: Application for an extension of stay in the UK and Biometric Immigration Document as an Employed Person under the provisions of the European Community Association Agreement (ECAA) with Turkey
		ECAA2	Turkish Businessperson: Application for an extension of stay or indefinite leave to remain in the UK and Biometric Immigration Document as a Businessperson under the provisions of the European Community Association Agreement (ECAA) with Turkey
		EEA(EFM)	Application for a registration certificate or residence card as the extended family member of a European Economic Area (EEA) or Swiss national
		EEA(FM)	Application for a registration certificate or residence card as the family member of a European Economic Area (EEA) or Swiss national
		EEA(PR)	Application for a document certifying permanent residence or permanent residence card under the EEA Regulations

- □ FLRAppdx Request for Fee Waiver in order to exercise ECHR rights, for use with FLR(FP) and FLR(O)
- □ FLR(BUS) Application for an extension of stay in the UK and for a biometric immigration document as a representative of an overseas business or a retired person of independent means
- FLR(DL) Application for 1) further leave to remain or settlement in the UK by a person granted Discretionary Leave following the refusal of asylum, and 2) a Biometric Immigration Document
   FLR(FP) Application for Leave to Remain in the UK on the basis of your family life as a Partner or
  - Parent or on the basis of your private life in the UK and for a Biometric Immigration Document

		FLR(LR)	Application for leave to remain in the UK on the basis of long residence and for a biometric Immigration document
		FLR(M)	Application for an extension of stay in the UK as the partner of a person present and settled in the UK or as a partner of a person with refugee leave or humanitarian protection and for a
		FLR(HRO)	Biometric Immigration Document Application for human rights claims, leave outside the rules and other routes not covered by other forms
		FLR(IR) MN1 NTL	Application for other routes under the Immigration Rules Application for registration of a child under 18 as a British Citizen Application for a no time limit (NTL) and a Biometric Immigration Document by someone who
		PBS(DEP) 15	already has indefinite leave to enter or remain in the UK Application for a grant of leave and Biometric Immigration Document as a Tier 1 or 5 dependant
+		PF244B	Application notice (Reconsideration S103 NIAA 2002) (Out of Country Application)
+		PF244C	Application notice for reconsideration (In Country Application)
		SET(BUS)	Application for Indefinite leave to remain in the UK as a retired person of independent means or
		SET(DV)	representative of an overseas business and a Biometric Immigration Document Application for indefinite leave to remain in the UK as a victim of domestic violence and a Biometric Immigration Document
		SET(F)	Application for indefinite leave to remain in the UK as a child under the age of 18 and a Biometric Immigration Document
		SET(LR)	Application for indefinite leave to remain in the UK on the basis of long residence and for a biometric immigration document
		SET(M)	Application for indefinite leave to remain in the UK as the partner of a person present and settled in the UK and a Biometric Immigration Document
		SET(O)	Application for indefinite leave to remain in the UK in one of the categories listed in this form and
		SET(P)	a Biometric Immigration Document Application for a settlement in the UK by a person with refugee leave or leave on grounds of humanitarian protection and for a biometric immigration document
		TD112	Application for a Home Office Travel Document and a Biometric Residence Permit (also referred
		TIER1(EN	to as a Biometric Immigration Document) Application for an initial grant of leave (switching) or an extension of leave and biometric
		T) TIER1(ET) REG	residence permit under Tier 1 (Entrepreneur) Main Applicant Application for endorsement for Tier 1 (Exceptional Talent)
		TIER1(GE N)	Application for an initial grant of leave (switching) or an extension of leave and biometric residence permit under Tier 1 (General) Main Applicant
		TIER1(Gra dEnt)	Application for a grant of leave (switching) or an extension of leave and biometric residence permit under Tier 1 (Graduate Entrepreneur) - Main Applicant
		TIER1(INV	Application for an initial grant of leave (switching) or an extension of leave and biometric
		)	residence permit under Tier 1 (Investor) Main Applicant
		TIER5(TW)	Application for a grant of leave and biometric residence permit under Tier 5 (Temporary Worker) Main Applicant
		TOC	Application for a transfer of conditions (TOC) and a biometric immigration document by someone who already has limited leave to enter or remain in the UK
		UKM	Application for registration as a British citizen by a person born before 1983 to a British mother
No	tice		
		WPTech	Notification of Technical Change of Employment for employees currently on work permits
Vis	a Ap	plications	
		VAF1A	Application Form VAF1A - General Visitor
		VAF2 VAF4A	Application Form VAF2 - Employment Family Settlement Application, Personal details form
		VAF4A VAF4AApd	Financial requirement form VAF4A Appendix 2
		x2	
		VAF4B VAF9	Returning resident visa application Points Based System visa application form VAF9
		VAF9 VAF9Apdx 2	PBS Appendix 2 Investor self assessment form
		VAF9Apdx 3	Points Based System Form VAF9 Appendix 3: TIER1 (Entrepreneur) Self- Assessment
		VAF9Apdx	Points Based System form VAF9 Appendix 4: TIER 1 (Graduate Entrepreneur) self-

4(GE)

7

ΕT

- assessment VAF9Apdx PBS Appendix 5 TIER 2 (Skilled Worker) self assessment form
- 5 VAF9Apdx Points Based System Appendix 7 Tier 5 (Youth Mobility Scheme) self-assessment
- PBS Appendix ET Tier 1 (Exceptional Talent) self-assessment VAF9Apdx
- VAF10 Points Based System Form VAF10 Dependent

# **INSOLVENCY (SCOTLAND)**

## **INSOLVENCY- COMPANY VOLUNTARY ARRANGEMENTS**

#### General

0	1.9(Scot)	Documents to be Submitted to Court to Obtain Moratorium
0	1.10(Scot)	Advertisement of coming into force or ending of moratorium (for Edinburgh Gazette and
		other advertising)

#### Notices

0	1.1(Scot)	Notice to Registrar of Companies of Voluntary Arrangement Taking Effect
0	1.2(Scot)	Notice to Registrar of Companies of Order of Revocation or Suspension of Voluntary Arrangement
0	1.3(Scot)	Notice to Registrar of Companies of Supervisor's Abstract of Receipts and Payments
0	1.4(Scot)	Notice to Registrar of Companies of Completion or Termination of Voluntary Arrangement
0	1.11(Scot)	Notice to Registrar of Companies of Commencement of Moratorium
0	1.12(Scot)	Notice to Registrar of Companies of Extension or Further extension or Renewal or Continuation of Moratorium
0	1.13(Scot)	Notice to Court of Extension or Further Extension of Moratorium
0	1.14(Scot)	Notice to Registrar of Companies of Ending of Moratorium
0	1.15(Scot)	Nominee's Notice to Court of End of Moratorium
0	1.16(Scot)	Notice to Registrar of Companies of Withdrawal of Nominee's Consent to Act
0	1.17(Scot)	Notice to Court by Nominee of Withdrawal of Consent to Act
0	1.18(Scot)	Notice to Registrar of Companies of Appointment of a Replacement Nominee
0	1.19(Scot)	Notice to Court of Appointment of Replacement Nominee

#### Statements

0	1.5(Scot)	Nominee's Statement of Opinion Pursuant to Paragraph 6(2) of Schedule A1 to the Insolvency Act 1986
0	1.6(Scot)	Statement of Affairs
0	1.7(Scot)	Statement of Eligibility for a Moratorium Pursuant to Paragraph 7(1)(R) of Schedule A1 to the Insolvency Act 1986
0	1.8(Scot)	Statement of Consent to Act by Nominee

#### **INSOLVENCY (SCOTLAND) – ADMINISTRATIVE PROCEDURE**

#### General

2.20B(Scot) Administrator's Progress Report

#### Statements

- 2.1B(Scot) Statement of Proposed Administrator
- 2.13B(Scot) Statement of Affairs
- 2.14B(Scot) Statement of Concurrence
- 2.16B(Scot) Statement of Administrator's Proposals
- 2.17B(Scot) Statement of Administrator's Revised Proposals

#### Notices

0	2.2B(Scot)	Notice of Petition for Administration Order
0	2.3B(Scot)	Notice of Dismissal of Petition for Administration Order
0	2.4B(Scot)	Notice of Intention to Appoint an Administrator by Holder of Qualifying Floating Charge (Rule 2.9)
0	2.5B(Scot)	Notice of Appointment of an Administrator by Holder of Qualifying Floating Charge (Rule 2.10)
0	2.6B(Scot)	Notice of Appointment of an Administrator by Holder of Qualifying Floating Charge (Rule 2.12)

0	2.7B(Scot) 2.8B(Scot)	Notice of Intention to Appoint an Administrator by Company or Director(s) Notice of Appointment of an Administrator by Company or Director(s) (where a notice of intention to appoint has been issued)
0	2.9B(Scot)	Notice of Appointment of an Administrator by Company or Director(s) (where a notice of intention to appoint has not been issued)
0 0 0 0	2.10B(Scot) 2.11B(Scot) 2.12B(Scot) 2.15B(Scot) 2.16BZ(Scot	Notification of appointment of administrator (for Edinburgh Gazette or other advertising) Notice of appointment of administrator (for Gazette or other advertising) Notice Requiring Submission of a Statement of Affairs Notice of Statement of Affairs Notice of deemed approval of proposals
0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	) 2.18B(Scot) 2.19B(Scot) 2.21B(Scot) 2.22B(Scot) 2.23B(Scot) 2.24B(Scot) 2.25B(Scot) 2.26B(Scot) 2.27B(Scot) 2.28B(Scot) 2.30B(Scot) 2.31B(Scot) 2.32B(Scot)	Notice of result of Meeting of Creditors Notice of Order to Deal with Secured Property Notice of Automatic End of Administration Notice of Extension of Period of Administration Notice of End of Administration Notice of Court Order Ending Administration Notice of move from Administration to Creditors' Voluntary Liquidation Notice of move from Administration to Dissolution Notice to Registrar of Companies in Respect of Date of Dissolution Notice of Intention to Resign as Administrator Notice of Vacation of Office by Administrator Notice of Appointment of Replacement/Additional Administrator Notice of Insufficient Property for distribution to unsecured creditors other than by virtue of s.176A(2)(a)

## **INSOLVENCY - ADMINISTRATIVE RECEIVERSHIP**

#### Notices

0	1(Scot)	Notice of Appointment of a Receiver by the Holder of a Floating Charge
2	2(Scot)	Notice of Appointment of a Receiver by the Court
2	3(Scot)	Notice of the Receiver ceasing to act or of his removal
2	3.4(Scot)	Notice of Authorisation to Dispose of Secured Property
0	3.5(Scot)	Notice of Receiver's Report

## **INSOLVENCY - COMPANIES WINDING UP**

#### Declarations

• 4.25(Scot) Declaration of Solvency (Pursuant to section 89(3) of the Insolvency Act 1986)

#### Demands

● □ 4.1(Scot) Statutory Demand for Payment of Debt

#### Notices

0	4.2(Scot)	Notice of Winding up Order
0	4.6(Scot)	Notice of Liquidator's Statement of Receipts and Payments
0	4.9(Scot)	Notice of Appointment of Liquidator
0	4.24(Scot)	Notice of Certificate that Creditors Have Been Paid in Full
0	4.32(Scot)	Notice to the Creditors of an Insolvent Company of the re-use of a Prohibited Name (Rule 4.80 of the Insolvency (Scotland) Rules 1986)

#### Statements

❷ □ 4.7(Scot) Statement of Claim by Creditor

## **INSOLVENCY (CROSS - BORDER)**

0 0 0		ML1 ML4 ML5	Recognition application (Cross-Border Insolvency Regulations 2006) Originating application (Cross-Border Insolvency Regulations 2006) Ordinary application (Cross-Border Insolvency Regulations 2006)
Aff	idavit	S	
0		ML6	Affidavit of service of application under the Cross-Border Insolvency Regulations 2006
Ord	ders		
0		ML2	Recognition order (Cross-Border Insolvency Regulations 2006)
Sta	teme	nts	
0		ML3	Statement of subsequent information (Cross-Border Insolvency Regulations 2006)
Not	tices		
0		ML7	Notice to registrar of companies of order under the Cross- Border Insolvency
0		ML8	Regulations 2006 Notification of Order under the Cross- Border Insolvency Regulations 2006 (for newspaper and London or Edinburgh Gazette)

# **INTELLECTUAL PROPERTY**

## **INTELLECTUAL PROPERTY OFFICE - DESIGN RIGHTS FORMS**

#### Applications

DF2A DF2A(Notes )	Application to register one or more designs Guidance on filling in the application form DF2A
) DF2B DF2B(Notes )	Application to register one or more designs divided from an earlier application Guidance on filling in the application form DF2B
DF2C DF12A	Application to publish one or more designs Application to record a change of ownership or to record or cancel a licence or security

#### General

DC1	Confirmation of convention country priority claim relating to UK application for registered
	design
DF1A	Appointment or change of agent or contact address
DF9A	Renewal of design registration
DF16A	Change of proprietor's name and address

DRR Designs Ready Reckoner

#### Requests

DF19A	Request to invalidate a design registration
DF21	Request for a search of the UK design register
DF23	Request for a certified copy
DF29	Request to restore a registration

#### Notices

DF19B	Notice of counter – statement
DF19C	Notice by proprietor to cancel a registration

## **INTELLECTUAL PROPERTY OFFICE - DESIGN RIGHTS FORMS**

#### Applications

DRF2	Application to be made a party to proceedings
DRF3	Application to settle terms of Licence of Right or to adjust terms of Licence granted before
	1 August 1989
DRF4	Application by Design Right or Copyright owner to vary terms of licence of right

#### General

DRF1 Reference of dispute to Comptroller

## INTELLECTUAL PROPERTY OFFICE - PATENT FORMS

AF1	Application Fee for patent application
IPOPF16	Application to restore a patent
IPOPF21	Application to register or give notice of rights acquired in a patent or in an application for a patent
IPOPF28	Application by the proprietor of a patent for an entry to be made in the register that licences under the patent are available as of right
IPOPF30	Application by the proprietor of a patent to cancel an entry in the register that licences under the patent are available as of right

#### Notices

- IPOPF8A Notice of the intention to restrict the availability of samples of biological material to experts
- □ IPOPF15 Notice of opposition

#### General

- □ NP1 National processing of an international application for a patent (UK)
- □ IPOPF2 Initiation of proceedings before the Comptroller
- □ IPOPF3 Late Additions and Declarations of Priority
- IPOPF4 Continuation of proceedings before the Comptroller
- □ IPOPF7 Statement of inventorship and of right to grant of a patent
- IPOPF12 Payment of renewal fee (and additional fee for late payment)
- □ IPOPF51 Appointment or change of agent
- IPOPF54 Filing a translation in connection with a European patent or a European patent application

#### Requests

IPOPF1	Request for grant of a patent
IPOPF8	Request for a certificate authorising the release of a sample of biological material
IPOPF9	Request for a preliminary examination and search
IPOPF9A	Request for search
IPOPF10	Request for a substantive examination
IPOPF14	Request to reinstate a patent application
IPOPF17	Request for opinion as to validity or infringement
IPOPF20	Request to correct a name or address
IPOPF23	Request for a certificate of the Comptroller or a certified or uncertified copy from a file or
	the register
IPOPF49	Request to be informed of future events relating to a patent application or patent (caveat)
IPOPF52	Request to extend a prescribed time limit

#### **Supplementary Protection forms**

SP1	Application for grant of a Supplementary Protection Certificate
SP2	Payment of annual fees (and additional fee for late payment)
SP3	Application for declaration of lapse or invalidity, or to revoke an extension of the duration of a supplementary protection certificate
SP4	Application for grant of an Extension to a Supplementary Protection Certificate

#### INTELLECTUAL PROPERTY OFFICE - TRADE MARKS

TM3	Application to register a trade mark
ТМЗА	Application to add extra classes
TM4	Application to transform a Madrid Protocol Designation
TM16	Application to record a change of ownership
TM24	Application to record or cancel a registrable transaction other than an assignment or licence
TM26(I)	Application to declare invalid a registration or a protected international trade mark (UK)
TM26(Ń)	Application to revoke a registration or a protected international trade mark (UK) for reasons of
	non-use
TM26(O)	Application to revoke a registration or a protected international trade mark (UK) for reasons other than non-use
TM26(R)	Application to rectify the register
TM27	Application to intervene in proceedings for the (a) invalidation, revocation or rectification of a UK registration, or (b) invalidation or revocation of a protected international trade mark (UK)
TM28	Application to record a concurrent registration'
TM29	Application to set aside cancellation of application or revocation or invalidation of registration
TM36	Application to amend the regulations governing the use of a certification or collective mark
TM50	Application to register a licensee

- TM51
- Application to remove or amend the registration of a licencee

#### **Fee Sheets**

+	FS2	Fee sheet for: UK Designs, Patents, & Trade Marks forms and Patent Co-operation Treaty (PCT) forms
	FS3	Fee Sheet for: Handling OHIM Design and Trade Mark applications made through the Intellectual Property Office
	FS4	Fee sheet for: International Trade Mark applications made through the Intellectual Property Office

#### Notices

TM7	Notice of opposition and statement of grounds
TM7F	Notice of FAST TRACK opposition and statement of grounds
TM8	Notice of defence and counterstatement
TM8(N)	Notice of defence and counterstatement for use in revocation on the grounds of non-
	use
TM22	Notice to surrender a registration
TM23	Notice to partially surrender a registration
TM55	Notice of appeal to the Appointed Person
TM55P	Notice of appeal to the Appointed Person, (appeal a decision in proceedings between two
	or more parties

#### Requests

	TM5	Request for a statement of reasons for registrar's decision
	TM9	Request for an extension of time
	TM9C	Request for a cooling off period
	TM9E	Request for an extension to the cooling off period
	TM9T	Request to terminate a cooling off period
	TM12	Request to divide an application
	TM13	Request to restore and renew a registration
	TM17	Request to merge applications or registrations
	TM25	Request to alter a registered mark
	TM31C	Request for information about events in the progress of a trade mark
	TM31M	Request for information in relation to an international trade mark (UK)
	TM31R	Request for a Certified Copy
	TM53	Request to proceed to evidence rounds
General		
	TM9R	Retrospective extension of time
	TM11	Renewal of trade mark registration
	TM21A	Change of owner's name, address or email
	TM21B	Change of details to an application
	TM33	Appointment or change of agent or contact address

- Appointment or change of agent or contact address (For use in legal proceedings only) Filing of regulations governing the use of certification or collective marks TM33(P)
- TM35

#### **OHIM – COMMUNITY TRADE MARK AND DESIGNS FORMS**

OHIMD1	Application for Registered Community Design
OHIMD2	Application for Registered Community Design (Continuation Sheet)
OHIMD5	Application for a Declaration of Invalidity of a Registered Community Design
OHIM2	Application for entry on the list of professional representatives in trade mark matters before
	the Office for Harmonization in the Internal Market (Trade Marks and Designs) according to
	Article 89 of the Community Trade Mark Regulation (CTMR)
OHIM4	Application for entry on the special list of professional representatives in design matters
	before the Office for Harmonization in the Internal Market (Trade Marks and Designs)
	according to Article 78 of the Community Design Regulation (CDR)
OHIM14	Application for an inspection of file
OHIMTM	Application for a Community Trade Mark

1 OHIMTM Application for Conversion of an IR Designating the EC 2 OHIMTM Application for Conversion (Complete Form) 3 OHIMTM Application for a Declaration of Invalidity of a Community Trade Mark 5 OHIMTM Application for Revocation of a Community Trade Mark 14 OHIMEM Application for International Registration governed exclusively by the Madrid Protocol 2 (MM2(E))

#### General

OHIMD3	Representation / Specimen Sheet
OHIMD4	Attachment Sheet
OHIM3	Authorisation (General and Individual)
OHIM8	Recordal Application
OHIMTM	Renewal of Community Trade Marks
12	

#### Notices

OHIM1	Notice of Appeal
OHIMTM	Notice of Opposition
4	

# LANDLORD AND TENANT (SCOTLAND)

#### Notices

0	AT1(L)	Notice under section 17(2) of the Housing (Scotland) Act 1988 proposing terms of a statutory
0	AT1(T)	assured tenancy different from the terms of the former tenancy (for use by landlords only) Notice under section 17(2) of the Housing (Scotland) Act 1988 proposing terms of a statutory
0	AT2	assured tenancy different from the terms of the former tenancy (for use by tenants only) Notice under section 24(1) of the Housing (Scotland) Act 1988 of an increase of rent under an assured tenancy

#### General

❷ □ TIP(Sc) Tenant's Information Pack (Scotland)

# LIMITED LIABILITY PARTNERSHIP

#### Accounts

LLAA01 Change of accounting reference date of a Limited Liability Partnership (LLP)
 LLAA02 Notice of removal of auditor from a Limited Liability Partnership (LLP)
 LLAA06 Statement of guarantee by a parent undertaking of a subsidiary Limited Liability Partnership (LLP)

LLP26 Annual Accounts

#### **Administration Restoration**

LLRT01 Application for administrative restoration of a Limited Liability Partnership (LLP) to the Register

#### **Annual Returns**

LLAR01	Annual Return of a Limited Liability Partnership (LLP)
LLAR01(C1	LLAR01 continuation - Member
)	
LLAR01(C2	LLAR01 continuation - Corporate member
)	

#### **Change of Details**

LLAD01	Change of registered office address of a Limited Liability Partnership (LLP)
LLAD02	Notification of single alternative inspection location (SAIL) of a Limited Liability Partnership (LLP)
LLAD03	Change of location of the records to the single alternative inspection location (SAIL) of a Limited Liability Partnership (LLP)
LLAD04	Change of location of the records to the registered office of a Limited Liability Partnership (LLP)
LLCH03	Change of service address for a judicial factor (Scotland) of a Limited Liability Partnership (LLP)

#### **Change of Name**

LLNM01 Notice of change of name of a Limited Liability Partnership (LLP)

#### **Cross Border Mergers**

LLCB01 LLCB01(C1	Notice of a cross border merger involving a UK registered Limited Liability Partnership (LLP) LLCB01 continuation - Merging LLP details
) LLCB01(C2 )	LLCB01 continuation - Details of meetings

#### Dissolution

LLDS01	Striking off application by a Limited Liability Partnership (LLP)
LLDS01(C1	LLDS01 continuation - Signatures of Members
)	
LLDS02	Withdrawal of striking off application by a Limited Liability Partnership
	(LLP)

#### Incorporations

LLIN01	Application for the incorporation of a Limited Liability Partnership (LLP)
LLIN01(C1)	LLIN01 continuation - Member

□ LLIN01(C2) LLIN01 continuation - Corporate Member

#### Liquidation

- LLLQ01 Notice of appointment of an administrative receiver, receiver or manager by a Limited Liability Partnership (LLP)
- LLLQ02 Notice of ceasing to act as an administrative receiver, receiver or manager by a Limited Liability Partnership (LLP)

## Members

	LLAP01	Appointment of member of a Limited Liability Partnership (LLP)
	LLAP02	Appointment of corporate member of a Limited Liability Partnership (LLP)
	LLCH01	Change of details of a member of a Limited Liability Partnership (LLP)
	LLCH02	Change of details of a corporate member of a Limited Liability Partnership (LLP)
	LLDE01	Notice of change of status of a Limited Liability Partnership (LLP)
	LLTM01	Termination of appointment of member of a Limited Liability Partnership (LLP)
٠	LLP20	Notice of a Meeting of Members
٠	LLP21	Notice and Agenda – Meeting of Members
٠	LLP32	Determination(s)
٠	LLP100C	Corporate application for membership of a limited liability partnership
٠	LLP100I	Individual application for membership of a limited liability partnership
•	LLP101	Appointment of additional members to a limited liability partnership – minutes of the meeting of members
•	LLP102	Deed of adherence to limited liability partnership agreement
		Mambar's Declaration of Interact

LLPDec1 Member's Declaration of Interest

#### Mortgage to use digital submission for mortgage filing, ask about Laserform Hub

	LLMR01 LLMR02	Particulars of a charge created by a Limited Liability Partnership Particulars of a charge subject to which property or undertaking has been acquired by a
	LLMR03	Limited Liability Partnership (LLP) Particulars for the registration of a charge to secure a series of debentures by a Limited Liability
		Partnership (LLP)
	LLMR04 LLMR04(C1	Statement of satisfaction in full or in part of charge by a Limited Liability Partnership (LLP) LLMR04 continuation - description of the instrument by which the charge is created or
_	)	evidenced
	LLMR04(C2	LLMR04 continuation - short particulars of the property or undertaking charged
	) LLMR05	Statement that part or the whole of the property charged (a) has been released from the charge (b) no longer forms part of the LLP's property
	LLMR05(C1	LLMR05 continuation - description of the instrument by which the charge is created or evidenced
	) LLMR05(C2	LLMR05 continuation - short particulars of the property or undertaking charged
	) LLMR05(C3 )	LLMR05 continuation - brief description of assets or property released from the charge and/or of property that has ceased to form part of the LLP's property or undertaking
	LLMR06	Statement of Limited Liability Partnership (LLP) acting as a trustee
	LLMR07	Particulars of alteration of a charge (particulars of a negative pledge) for an LLP
	LLMR07(C1 )	LLMR07 continuation - description of the instrument by which the charge is created or evidenced
	LLMR07(C2	LLMR07 continuation - short particulars of the property or undertaking charged
	) LLMR08	Particulars of a charge created by a Limited Liability Partnership (LLP) where there is no
	LLMR08(C1	instrument LLMR08 continuation – persons entitled to the charge
		LENIROS continuation – persons entitied to the charge
	) LLMR08(C2	LLMR08 continuation – nature of the charge
	) LLMR08(C3 )	LLMR08 continuation – short description of the property or undertaking charged

LLMR08(C4	LLMR08 continuation – obligations secured by the charge
, LLMR09	Particulars of a charge subject to which property or undertaking has been acquired by a Limited Liability Partnership (LLP) where there is no instrument
LLMR09(C1	LLMR09 continuation – names of trustees for the debenture holders
LLMR09(C2	LLMR09 continuation – nature of the charge
) LLMR09(C3	LLMR09 continuation – short description of the property or undertaking charged
, LLMR09(C4	LLMR09 continuation – obligations secured by the charge
, LLMR10	Particulars for the registration of a charge to secure a series of debentures by a Limited Liability Partnership (LLP) where there is no instrument
LLMR10(C1	LLMR10 continuation – names of trustees for the debenture holders
LLMR10(C2	LLMR10 continuation – nature of the charge
LLMR10(C3	LLMR10 continuation – short description of the property or undertaking charged
, LLMR10(C4 )	LLMR10 continuation – obligations secured by the charge

#### **Other Appointments**

LLAP03	Appointment of judicial factor (Scotland) to a Limited Liability Partnership (LLP)
LLTM02	Termination of appointment of a judicial factor (Scotland) of a Limited Liability Partnership
	(LLP)

#### **Registrars Powers**

- LLRP01 Replacement of document not meeting requirements for proper delivery for a Limited Liability Partnership (LLP)
- LLRP02A Application for rectification by the Registrar of Companies for a Limited Liability Partnership (LLP)
- LLRP02B Application for rectification of a registered office address by the Registrar of Companies for a Limited Liability Partnership (LLP)
- LLRP03 Notice of an objection to a request for the Registrar of Companies to rectify the Register for a Limited Liability Partnership (LLP)
- LLRP04 Second filing of a document previously delivered for a Limited Liability Partnership (LLP)
- LLVT01 Certified voluntary translation of an original document that is or has been delivered to the Registrar of Companies for a Limited Liability Partnership (LLP)

# **OFFICE PROCEDURE FORMS**

#### **Bribery Act**

٠	BA21	Anti-Bribery Policy
٠	BA22	Anti- Bribery Declaration
٠	BA23	Application to offer/accept co

- BA23 Application to offer/accept corporate hospitality and/or gift
- BA24 Corporate hospitality and gifts reporting form
- BA25 Facilitation Payments Guidance and checklist
- BA26 Statement of compliance responsibilities

#### **Flexible Working Forms**

- □ FW(A) Flexible working application form
- □ FW(B) Flexible working application acceptance form
- □ FW(C) Flexible working application rejection form
- □ FW(D) Flexible working appeal form
- □ FW(E) Flexible working appeal reply form
- □ FW(F) Flexible working extension of time limit form
- □ FW(G) Flexible working notice of withdrawal form

#### Human Resources - absence

- ♦ □ HR21 Request for annual leave
- ♦ □ HR28 Self certificate for sickness absence
- ♦ □ HR22 Request for parental leave
- ♦ □ HR23 Notice of maternity leave
- ♦ □ HR24 Notice of paternity leave
- ♦ □ HR25 Request for study leave
- HR26 Request for time to train
- ♦ □ HR26A Acceptance of request for time to train
- ♦ □ HR26B Refusal of request for time to train

#### Human Resources - administration

- ♦ □ HR30 Request for eye and eyesight test
- ♦ □ HR31 Exit interview
- ♦ □ HR32 Notification of change to terms of employment
- □ HRSC3 Ordinary statutory paternity pay declaration

#### Human Resources - recruitment

- ♦ □ HR41 Request for reference
- ♦ □ HR45 Interview assessment

# SUPREME COURT

#### Applications

□ SC002 Application form

#### Notices

- SC001 Notice of appeal (or application for permission to appeal)
- □ SC003 Notice of objection/Acknowledgment

# **TRIBUNALS (INCLUDING TRIBUNAL SERVICE)**

#### Asylum and Immigration Tribunal

+		IAFT1	Notice of appeal to the First-tier Tribunal (Immigration and Asylum Chamber) (In country)
†		IAFT2	Appeal to the First-tier Tribunal (Immigration and Asylum Chamber) against a decision of an Entry Clearance Officer
+		IAFT3	Notice of appeal to the First-tier Tribunal (Immigration and Asylum Chamber) (Overseas – Non-Entry Clearance)
+		IAFT4	First-tier Tribunal (Immigration and Asylum Chamber) application for permission to appeal to Upper Tribunal
+		IAFT5	Appeal against a post IA 2014 In Country [Asylum/Immigration] Decision
+		UTIAC	Notice of intention to pursue appeal in the Upper Tribunal (Immigration and Asylum), Rule
			17A of the Tribunal Procedure (Upper Tribunal) Rules 2008
†	Π	IAANON01	Application for anonymity for an appeal in the Upper Tribunal (Immigration and Asylum)
-		(UT)	
†	Π	T480	Fresh Claim Judicial Review Claim Form (Upper Tribunal, Immigration and Asylum Chamber)
+	_	T482	Fresh Claim Judicial Review Acknowledgment of Service (Upper Tribunal, Immigration and Asylum Chamber)
+		T483	Fresh Claim Judicial Review Application for urgent consideration (Upper Tribunal, Immigration and Asylum Chamber)
+		T484	Application notice, Fresh Claim Judicial Review (Upper Tribunal Immigration and Asylum Chamber)
+		T485	Statement under Upper Tribunal Rule 28A (2)(b) (Upper Tribunal, Immigration and Asylum Chamber)
+		T486	Notice of change of solicitor, Fresh Claim Judicial Review (Upper Tribunal Immigration and Asylum Chamber)

#### **Company Names Tribunal**

+	CNA1	Application Form
+	CNA2	Notice of defence
+	CNA3	Notice of giving evidence
+	CNA4	Request for a hearing to be appointed
+	CNA5	Request for an extension of time
+	CNA6	Request for security for costs
+	CNA7	Appointment or change of agent or contact address
+	FS2	Fee sheet for: UK Designs, Patents, & Trade Marks for

# Fee sheet for: UK Designs, Patents, & Trade Marks forms and Patent Co-operation Treaty (PCT) forms

#### **Employment Tribunal**

	IT5	Notice of Appeal against Levy Assessment Industrial Training Act 1982
--	-----	---

- □ IT19 Appeal to an Employment Tribunal on Health and Safety related matters
- EAT1 Notice of Appeal from decision of Employment Tribunal
- EAT3 Respondent's Answer to the Notice of Appeal
- EAT8 Appellant's reply to Cross Appeal

#### **Gambling Appeals Tribunal**

+	GAT1	Notice of Appeal
+	GAT2	Application for a fee exemption or remission
+	GAT3	Application for fee remission for a company
+	GAT5	Application for permission for leave to appeal to the High Court or the Court of Session

#### Forms listed in the catalogue in bold type are not supplied as part of the standard catalogue.

- ♦ Indicates forms listed where no maintenance applies
- Indicates non-prescribed forms
- + Indicates forms listed in more than one group
- indicates a form suitable for use in Scotland only
- indicates a bespoke form
- W forms provided as MS Word 2003 templates (conditions apply)

Crown copyright forms are reproduced under the terms of the Open Government Licence. For Registers of Scotland: © Crown copyright. Forms are reproduced with the permission of the Keeper of the Registers of Scotland. The Keeper accepts no responsibility for the currency, accuracy or comprehensiveness of the forms.

This list is to be used solely as a guide to ordering forms. Laserform cannot be held responsible for errors at the time of going to press.

For sales enquiries or for a no obligation quotation, contact your authorised dealer or Laserform Sales on:

TEL: 0844 815 5560 FAX: 0844 815 5561

EMAIL: Laserform@oneadvanced.com

One Advanced Booths Park 4 Chelford Road Knutsford Cheshire WA168GS