

Change of Lead Person Application Form Guidance

These notes should be read in conjunction with the change of lead person application form. They offer a simple step-by-step guide to completing the form. Should you encounter any difficulties with either the form or the notes on guidance, you are advised to contact CRBS for further assistance on **01786 849 777 option**; by fax on **01786 849 767**; by emailing CRBS on **info@crbs.org.uk**

The form should be completed in **BLOCK CAPITAL LETTERS** using **Black Ink Only**. You should write only in the boxes provided. Please ensure that the writing is contained within the boxes. No other part of the form should be used.

It is recommended that you keep a note of the application form number in a safe place for future reference. This is the number printed top right on the front of the application form. This number is unique to each application form and should be quoted for tracing purposes in the event of an enquiry.

NOTE A Type of Application

A1 A cross (X) should be clearly marked in this box to confirm that the application is for a change of collator/lead signatory. By completing this form, the previous lead person will automatically be removed.

NOTE B Organisation Details

Part B of the form must be provided by the lead person within the organisation. The lead person should be someone within the organisation to whom the Central Registered Body in Scotland (CRBS) can address any concerns and will be the primary point of contact between CRBS and the organisation.

The following relates to individual questions B1-16:

B1 (Enrolled Body Code): CRBS will complete this section.

B2/B3 (Organisation Name): This should be the official name of the organisation and should be detailed in full. Where appropriate, this should be the name which is enrolled with Companies House. If you are not enrolled with Companies House, this should be the name of the organisation by which you are generally known.

B4 (Contact Name): This is the name of the new lead person.

B5 (Position in Organisation): This should be the individual's current position e.g. Director, Chairperson, Head of Personnel etc.

Organisation Contact Address

B6/B7 (Address): The number or name of the building, where applicable, together with the street address of the organisation should be entered here. This is the formal address of the organisation and the address to which enquiries for the lead person should be sent.

B8 (Post Town): This is the name of the town which is recognised for postal purposes e.g. Cumbernauld, Glasgow, Edinburgh, etc.

B9 (County): e.g. Lanarkshire, East Lothian, etc.

B10 (Post Code): Full details of your post code must be provided.

Organisation Contact Details

B11 (Telephone No.): The full telephone number of the organisation, including the STD code should be provided.

B12 (Fax No.): A fax number should be given, where appropriate.

B13/B14 (E-mail Address): Insert the e-mail address of organisation if applicable.

B15/B16 (Website Address): Insert the website address of organisation if applicable.

NOTE C Lead Person

Present Name

C1 (Title): e.g. Mr; Mrs; Miss; etc. Examples of "Other" may be "Reverend"; "Doctor", etc.

C2 (Surname): This should be your current surname.

C3/C4 (Forenames): This should include all forenames.

Birth Details (C10-C12 are mandatory boxes and must be completed)

C5 (Date of Birth): This should be your date of birth as shown on your birth certificate e.g. 24/11/1974.

C6 (Town of Birth): This should be the postal town e.g. Inverness; Aberdeen.

C7 (Mother's Maiden Name): i.e. the surname your mother was born with.

Additional Information

C8 (Passport): Complete as appropriate.

C9 (Passport No.): This number can be found on the inside back page of a full UK or European Passport e.g. 34578921.

C10 (Driving Licence): Complete as appropriate.

C11 (Driving Licence No.): This can be found on all UK driving licences and comes in the form of a sixteen-digit number and letter combination (split 5/6/5) e.g. ROSS7/758921/PC7RA.

Current Home Address

C12-C18 This section should record your current full home details, including the date from which you have been resident at this address.

C19 (Home Telephone No.): You should insert your full home telephone number, including STD code.

NOTE D Declaration

This part of the form must be completed by the lead person whose details have been completed in part C of the form.

D1/D2 Please ensure that you read this declaration carefully before signing and dating the form.

NOTE E Authorisation

The purpose of this section is to ensure that proper authorisation has been obtained for the lead person to be enrolled with CRBS.

E1-E2 This records the proposed lead person's name and position in the organisation.

E3-E9 This section provides confirmation of the documentation seen as proof of identity of the proposed lead person. A list of various pieces of identification is given, with accompanying tick boxes. A cross should be marked in each of the boxes to show which pieces of identification have been seen. E9 is to record any other piece of identification seen.

E10-E13 These sections should be completed by the signatory who has checked the identity of the proposed lead person.

E14-E17 These sections are for CRBS use and must be left blank for CRBS to complete.