HM Land Registry

AFS6

Change Responsible Person

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| **Version 1.1**  This form should be used when changing the responsible person for the organisation.    Return the completed form to:  Service Access Team  PO Box 650  Southfield House  Southfield Way  Durham  DH1 9LR  DX 313201 Durham 24  If you need guidance to complete your application, pleaseemail: [customersupport@ mail.landregistry.gov.uk](mailto:customersupport@mail.landregistry.gov.uk) or call 0300 006 0411  **Responsible person**  A person within the organisation nominated to supervise the administrators. The responsible person will have access to reports documenting the activities of the administrators and Variable Direct Debit account data.  **If the existing responsible person has left the organisation.**  If they were also one of your organisation’s administrators we will delete that account. Please return their security token to us or dispose of it in accordance with Waste Electrical and Electronic Equipment (WEEE) environmental legislation.  If they were also an authorised user you should direct one of your organisation’s administrators to delete that account. |  | Fields marked ‘\*’ are mandatory fields.  Your organisation details  \*Name  Existing responsible person details  \*Name  Place an ‘X’ in this box if they have left your organisation  New responsible person details  I wish to nominate the following person as the new responsible person for this organisation.  \*Title *(Please place an ‘X’ in the appropriate box)*  Mr  Mrs  Miss  Ms  Other (please specify)   |  | | --- | | \*First name | | Middle name(s) | | \*Family name [block letters] | | \*Position in organisation | | \*Address | |  | |  | | Postcode | | DX address | | \*Email | | \*Telephone number *(Please complete at least one option)*  Landline | | Mobile |   **\*Delivery method of security credentials**  *(Please place an ‘X’ in the appropriate box)*  Postal  Electronic |
|  |  |  |
| This form must be signed and dated on behalf of the organisation by the existing responsible person or a duly authorised person within the organisation such as a company director, company secretary, partner or equivalent. |  | |  | | --- | | \* Signature |   Print name       Position in organisation       Date |