![Aerial Mono Tone].png]()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 TeamPO Box 650Southfield HouseSouthfield WayDurhamDH1 9LRDX 313201 Durham 24If you need guidance to complete your application, pleaseemail: 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 organisationNew responsible person detailsI 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)

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| --- |
| \*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       |