



## Register of Overseas Entities – Overseas Entity & Beneficial Owners Form

Please use this form to identify information regarding the legal entity and its beneficial owners, in preparation for verification checks and reporting of this information on the Register of Overseas Entities at Companies House. Once complete, please return the form to [info@croinfo.co.uk](mailto:info@croinfo.co.uk)

### Part A - Initial Information Requirements

**Has the entity disposed of UK property or land since 28 February 2022?**

Yes\*

No

If yes, please ensure Part D – Disposition of Land since 28 February 2022 of the form is complete.

**Do any beneficial owners or managing officers have their personal information protected at Companies House?**

Yes

No

### Part B - Tell us about the overseas entity

<b>What is the name of the overseas entity?</b>
<b>Which country was it formed in?</b>
<b>What is the principal or registered office address?</b>

**Is the correspondence address the same as the principal or registered office address?**

Yes

No\*

<b>*If no, please supply correspondence address:</b>

<b>Which email address at the overseas entity should we send communications to?</b>
<b>What is its legal form?</b>
<b>What is the governing law?</b>

**Is the overseas entity already on a public register in the country it was formed in?** (\*if selecting "yes" please state the name of the register the entity is registered on and the entities registration number)

Yes\*

No

<b>Name of register</b>	
<b>Entity's registration number</b>	

**Have any registrable beneficial owners been identified?**

1. *All beneficial owners have been identified and all required information can be provided.*
2. *Some beneficial owners have been identified and all required information can be provided.*
3. *No beneficial owners have been identified.*

You will need to provide information about at least one managing officer, please use section E. (If you select option 2 or 3 we will need to contact you for further information.)

**Part C - Tell us about the beneficial owners**

**Which type of beneficial owner do you want to add?**

- a) *Individual beneficial owner*
- b) *Other legal entity beneficial owner*
- c) *Government or public authority beneficial owner*

**A - Individual Beneficial owner**

If you selected a) please tell us about the individual person:

<b>What is their first name?</b>	
<b>What is their last name?</b>	
<b>What is their date of birth?</b>	
<b>What is their nationality?</b>	

<b>What is their home address?</b>

**Is the correspondence address the same as their home address?**

Yes

No\*

<b>*If no, please supply correspondence address:</b>

**When did they become a beneficial owner for the overseas entity?**

Day	Month	Year

**What is their nature of control?**

The beneficial owner:

*holds, directly or indirectly, more than 25% of the shares in the entity*

*holds, directly or indirectly, more than 25% of the voting rights in the entity*

*holds the right, directly or indirectly, to appoint or remove a majority of the board of directors of the entity*

*has the right to exercise, or actually exercises, significant influence or control over the entity*

(If the beneficial owner is a trustee of a trust or member of a firm that is not a legal person under its governing law, please indicate below and we will contact you for more information)

**Are they on the sanctions list?**

Yes

No

**NOTE: For any additional Beneficial Owners please use the continuation pages provided in Part F of this form.**

**B – Other Legal Entity Beneficial Owner**

If you selected b) please tell us about the other legal entity beneficial owner:

<b>What is the name of the overseas entity?</b>
<b>Which country was it formed in?</b>
<b>What is the principal or registered office address?</b>

**Is the correspondence address the same as the principal or registered office address?**

- Yes
- No\*

<b>*If no, please supply correspondence address:</b>

<b>Which email address at the overseas entity should we send communications to?</b>
<b>What is its legal form?</b>
<b>What is the governing law?</b>

**Is the overseas entity already on a public register in the country it was formed in? ( \*if selecting “yes” please state the name of the register the entity is registered on and the entities registration number)**

- Yes\*
- No

<b>Name of register</b>	
<b>Entity’s registration number</b>	

**When did they become a beneficial owner for the overseas entity?**

Day	Month	Year

**What is their nature of control?**

The beneficial owner:

*holds, directly or indirectly, more than 25% of the shares in the entity*

*holds, directly or indirectly, more than 25% of the voting rights in the entity*

*holds the right, directly or indirectly, to appoint or remove a majority of the board of directors of the entity*

*has the right to exercise, or actually exercises, significant influence or control over the entity*

(If the beneficial owner is a trustee of a trust or member of a firm that is not a legal person under its governing law, please indicate below and we will contact you for more information)

**Are they on the sanctions list?**

Yes

No

**NOTE: For any additional Beneficial Owners please use the continuation pages provided in Part F of this form.**

**C – Government or Public Authority**

If you selected c) please tell us about the government or public authority

<b>What is the name of the entity?</b>
<b>Which country was it formed in?</b>
<b>What is the principal or registered office address?</b>

**Is the correspondence address the same as the principal or registered office address?**

Yes

No\*

<b>*If no, please supply correspondence address:</b>

<b>Which email address at the government or public authority should we send communications to?</b>
<b>What is its legal form?</b>
<b>What is the governing law?</b>

**When did they become a beneficial owner for the overseas entity?**

Day	Month	Year

**What is their nature of control?**

The beneficial owner:

*holds, directly or indirectly, more than 25% of the shares in the entity*

*holds, directly or indirectly, more than 25% of the voting rights in the entity*

*holds the right, directly or indirectly, to appoint or remove a majority of the board of directors of the entity*

*has the right to exercise, or actually exercises, significant influence or control over the entity*

(If the beneficial owner is a trustee of a trust or member of a firm that is not a legal person under its governing law, please indicate below and we will contact you for more information)

**Are they on the sanctions list?**

Yes

No

**NOTE: For any additional Beneficial Owners please use the continuation pages provided in Part F of this form.**

**Part D – Disposition of Land since 28 February 2022**

If yes was selected in Part A, please ensure this section is complete to include any registrable beneficial owners or managing officers who were in place immediately prior to the disposal, including the date they ceased to be a beneficial owner or managing officer.

Please tell us about any relevant dispositions of land or property in England, Scotland and Wales between 28 February and the date of this application, please provide details below:

**Land Title Disposition Date**

Day	Month	Year

<b>Please provide registered title number of the qualifying estate or the title number of the title sheet in which the entity's interest is registered.</b>

**Land Title Disposition Date**

Day	Month	Year

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Day	Month	Year

<b>Please provide registered title number of the qualifying estate or the title number of the title sheet in which the entity's interest is registered.</b>



If you've disposed of land during the transitional period and the information about the overseas entity was different when the land was disposed, give the details below:

<b>What was the name of the overseas entity?</b>
<b>Which country was it formed in?</b>
<b>What was the principal or registered office address?</b>

**Was the correspondence address the same as the principal or registered office address?**

- Yes
- No\*

<b>*If no, please supply correspondence address:</b>

<b>Which email address at the overseas entity should we send communications to?</b>
<b>What was its legal form?</b>
<b>What was the governing law?</b>

**Was the overseas entity already on a public register in the country it was formed in?** (\*if selecting "yes" please state the name of the register the entity is registered on and the entities registration number)

- Yes\*
- No

<b>Name of register</b>	
<b>Entity's registration number</b>	

**Have any registrable beneficial owners been identified?**

1. *All beneficial owners have been identified and all required information can be provided.*
2. *Some beneficial owners have been identified and all required information can be provided.*
3. *No beneficial owners have been identified.*

You will need to provide information about at least one managing officer, please use section E (If you select option 2 or 3 we will need to contact you for further information.)

**Beneficial owner**

Tell us about the individual person:

<b>What is their first name?</b>	
<b>What is their last name?</b>	
<b>What is their date of birth?</b>	
<b>What is their nationality?</b>	
<b>What is their home address?</b>	

**Is the correspondence address the same as their home address?**

- Yes
- No\*

<b>*If no, please supply correspondence address:</b>

**When did they become a beneficial owner for the overseas entity?**

<b>Day</b>	<b>Month</b>	<b>Year</b>

**What is their nature of control?**

The beneficial owner:

*holds, directly or indirectly, more than 25% of the shares in the entity*

*holds, directly or indirectly, more than 25% of the voting rights in the entity*

*holds the right, directly or indirectly, to appoint or remove a majority of the board of directors of the entity*

*has the right to exercise, or actually exercises, significant influence or control over the entity*

(If the beneficial owner is a trustee of a trust or member of a firm that is not a legal person under its governing law, please indicate below and we will contact you for more information)

**Are they on the sanctions list?**

Yes

No

**Has the individual ceased to be a beneficial owner or managing officer?**

Yes\*

No

**If yes, please specify the date the individual ceased to be a beneficial owner or managing officer:**

Day	Month	Year

**Part E - Managing officer information: individual**

Please provide information about at least one managing officer, if there are more than one please use Part 2 of Section F (Continuation Pages).

<b>What is their full name? (please include former names, if relevant)</b>	
<b>What is their date of birth?</b>	
<b>What is their nationality?</b>	
<b>What is their occupation? (please note this is optional)</b>	
<b>What is their role and responsibility in relation to the entity?</b>	
<b>What is their home address?</b>	

**Is the correspondence address the same as their home address?**

Yes

No\*

<b>*If no, please supply correspondence address:</b>

**NOTE: For any additional Managing Officers please use the continuation pages provided in Part F of this form.**

**Part F – Continuation Pages**

**Part 1 - Beneficial owner (Continuation Page).....**

Tell us about the individual person:

<b>What is their first name?</b>	
<b>What is their last name?</b>	
<b>What is their date of birth?</b>	
<b>What is their nationality?</b>	
<b>What is their home address?</b>	

**Is the correspondence address the same as their home address?**

Yes

No\*

<b>*If no, please supply correspondence address:</b>

**When did they become a beneficial owner for the overseas entity?**

<b>Day</b>	<b>Month</b>	<b>Year</b>

**What is their nature of control?**

The beneficial owner:

*holds, directly or indirectly, more than 25% of the shares in the entity*

*holds, directly or indirectly, more than 25% of the voting rights in the entity*

*holds the right, directly or indirectly, to appoint or remove a majority of the board of directors of the entity*

*has the right to exercise, or actually exercises, significant influence or control over the entity*

(If the beneficial owner is a trustee of a trust or member of a firm that is not a legal person under its governing law, please indicate below and we will contact you for more information)

**Are they on the sanctions list?**

Yes

No

*\*Please note the below is for use with registrable beneficial owners or managing officers who were in place immediately prior to the disposal only.*

**Has the individual ceased to be a beneficial owner or managing officer?**

Yes\*

No

**If yes, please specify the date the individual ceased to be a beneficial owner or managing officer:**

Day	Month	Year

**Part 2 – Managing officer (Continuation Page).....**

<b>What is their full name? (please include former names, if relevant)</b>	
<b>What is their date of birth?</b>	
<b>What is their nationality?</b>	
<b>What is their occupation? (please note this is optional)</b>	
<b>What is their role and responsibility in relation to the entity?</b>	
<b>What is their home address?</b>	

**Is the correspondence address the same as their home address?**

Yes

No\*

<b>*If no, please supply correspondence address:</b>

## **Guidance – Register of Overseas Entities (ROE)**

Please complete the form with the beneficial owner information.

Have all registrable beneficial owners been identified?

If not, please contact us.

If there are no beneficial owners, or you have not identified all your beneficial owners, you'll need to give us information about the overseas entity's managing officers. This is a director, manager or company secretary of the overseas entity.

Once we receive the completed application form we will need to make the necessary verification checks. This will either involve a video call with the beneficial owner or we will need to be sent certified ID.

Once we are satisfied that all the checks are completed we will register the ROE.

If the application is accepted, the overseas entity and its beneficial owners and managing officers will be added to the Register of Overseas Entities. We'll also email the notice of registration to the overseas entity. This will include the Overseas Entity ID, which must be given to the Land Registry whenever the entity buys, sells or transfers land or property in the UK.

We will need to conduct identity checks on the beneficial owners/managing officers. We accept the following forms of ID, photo and address verification (one from each list):

### **PHOTO ID**

- Passport\*
- Driving License\*
- National ID card
- Firearms Certificate

### **PROOF OF ADDRESS**

- Driving License\* (if not used as photo ID)
- Bank statement\*
- Credit Card statement\*
- Utility Bill
- Mortgage/Rent agreement
- Letter from bank

If identity documentation from a government department, agency or local authority is not available, then one of the following documents may be used:

a) *a valid and genuine identity document from an authoritative source (with or without a photo) which includes the individual's full name and also secondary evidence of the individual's address, for example a UK old style driving licence or recent evidence of entitlement to state or local authority funded benefit such as pension, tax credit;*

b) *secondary evidence of the individual's address, that can be verified as true by the company that issued it, commonly by confirmation of a reference number, name and address, for example a utility bill, bank, building society or credit union statement or a most recent mortgage statement.*

### **TRUSTS**

If the beneficial owner is a trust please let us know and we will send you a separate form to complete.

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