



Annual Statement of Particulars by an **Individual**

As required by Section 14 (a) (1) of the
Business Names Registration Act

Fee - £15

Fee - £30 (Out of time)

Please insert Business Name Number below:
(Include an * immediately before and after the number)

Business Name
Registration No. _____

Business
Name

IMPORTANT INFORMATION

Every Business Name must submit an Annual Statement of Particulars Form (Annual Return) at least once a year. The fee for lodging an Annual Return in time is £15.00. The lodging of an Annual Return after 30 days from its due date, or a substitution of an Annual Return after the due date for filing, carries a fee £30.00.

Together with the completed form the applicant must submit:

- **Proof of identity of the proprietor - I.D. card or passport.**
- **Proof of address of the proprietor (e.g. a recent utility bill – not more than three months old).**
- **Proof of 'right to use' the address where business is stated to be located or trading from (e.g. utility bill, a lease or tenancy/rental agreement or a letter from the persons in control of that address authorising the use of their address for commercial purposes).**

[For further information please refer to our **Guidance note No. 27.**](#)

**Presented for
registration by**

Name _____

ID Card / Passport _____

Address _____

Tel No: _____

Email _____

For CHG office use only

Proof of business address

Proof of applicant's address

Proof of applicant's identity

Verified by _____

Annual Statement of Particulars by an individual

Annual Statement made up to _____ day of _____ 20 _____

(a) Registration Number

(b) Business Name

(c) The general nature of business

(d) The principal place of business

(e) Forename and Surname of the individual

(f) The nationality of the individual

(g) The usual residential address of the individual

(h) The other business occupation (if any) of the individual

(i) Any other business name or names under which the business is carried on

I hereby declare that the foregoing particulars (a) to (i) are true

Signature _____ Date _____ 20 _____

Confirmation of business address:

The Office of Fair Trading will not grant a Business Licence to any business that operates from a residential Government premises, or from non-Governmental premises under which the terms of the title deeds restrict commercial activities to be carried on from such premises and therefore no Business Name will be registered where it states that it operates from such an address.

I confirm that the address that I have provided in my application for registration / renewal of a business name as the “principal place of business address” is not a residential Government premises or a non-Governmental premises under which the terms of the title deeds restrict commercial activities to be carried on from such premises.

Signature: _____

Full name: _____

Date: _____

If the nature of your business does not require premises from which to operate you may apply for a premises waiver to the Business Licencing Authority under Section 60(9) of the Fair Trading Act 2015 and give instead your postal address.

I confirm that I will be applying for a premises waiver and that the postal address for the business will be the following:

Signature: _____

Full name: _____

Date: _____