
Duties to notify changes in information etc provided by licensees

General Notice No: 75

27 March 2008

Change in circumstances

The Office of Fair Trading (OFT) hereby gives general notice pursuant to section 36A(6) of the Consumer Credit Act 1974 (the 'Act') that a person who is the licensee under a standard licence valid from 6 April 2008 or later shall, in relation to each original, renewal or variation application he has made, on or after 6 April 2008, notify the OFT giving details, in writing, if, after the application is determined, any of the information specified below is to any extent superseded or otherwise affected by a change in circumstances.

Information to be notified where appropriate is specified by reference to the application form, the numbered questions and a brief description of the nature of the information.

Note that the obligation includes:

- i) where any documentation has been provided by the licensee, and
- ii) where any further information or documentation has already been provided by the licensee under section 36A of the Act

and in either case it is to any extent superseded or otherwise affected by a change in circumstances.

Notification Period

A notification shall be given within the period of 28 days beginning on the day on which the information or document is superseded or the change in circumstances occurs. Failure to provide details of the matters required by this general notice within the prescribed period can result in a financial penalty of up to £50,000.

Sole trader: New Application form CC1S/08

Questions 7-9 inc (consumer credit category)

Questions 10-12 inc (credit brokerage category)

Questions 13-14 inc (debt administration category)

Question 17 (individual/organisation who can influence the business)

Question 20 (bankruptcy),

Question 21 (individual involved in a business that has gone into administration, liquidation etc)

Question 22 (organisation that has gone into administration, liquidation etc)

Question 23 (disqualification under the Company Directors Disqualification Act 1986)

Question 24 (disciplined/refused membership by professional organisation/trade association)

Question 25(b) (order under Section 140B of the Act)

Question 28 (so far as it relates to criminal convictions for offences involving fraud or other dishonesty or violence and offences committed in respect of provisions made by or under the Act or any other enactment regulating the provision of credit to individuals or other transactions with individuals).

Partnership, Company or Other Organisation: New Application form CC1C/08

Questions 9-11 inc (consumer credit category)

Questions 12-14 inc (credit brokerage category)

Questions 15-16 inc (debt administration category)

Question 21 (individual/organisation who can influence the business)

Question 24 (bankruptcy)

Question 25 (individual involved in a business that has gone into administration, liquidation etc)

Question 26 (organisation that has gone into administration, liquidation etc)

Question 27 (disqualification under the Company Directors Disqualification Act 1986)

Question 28 (disciplined/refused membership by professional organisation/trade association)

Question 29(b) (order under Section 140B of the Act)

Question 32 (so far as it relates to criminal convictions for offences involving fraud or other dishonesty or violence and offences committed in respect of provisions made by or under the Act or any other enactment regulating the provision of credit to individuals or other transactions with individuals).

Sole Trader: Renewal Form CC501S/08

Questions 9-11 inc (consumer credit category)

Questions 12-14 inc (credit brokerage category)

Question 15-16 inc (debt administration category)

Question 19 (individual/organisation who can influence the business)

Question 22 (bankruptcy)

Question 23 (individual involved in a business that has gone into administration, liquidation etc)

Question 24 (organisation that has gone into administration, liquidation etc)

Question 25 (disqualification under the Company Directors Disqualification Act 1986)

Question 26 (disciplined/refused membership by professional organisation/trade association)

Question 27(b) (order under Section 140B of the Act)

Question 30 (so far as it relates to criminal convictions for offences involving fraud or other dishonesty or violence and offences committed in respect of provisions made by or under the Act or any other enactment regulating the provision of credit to individuals or other transactions with individuals).

Partnership, Company or Other Organisation: Renewal form CC501C/08

Questions 10-12 inc (consumer credit category)

Questions 13-15 inc (credit brokerage category)

Questions 16-17 inc (debt administration category)

Question 22 (individual/organisation who can influence the business)

Question 25 (bankruptcy)

Question 26 (individual involved in a business that has gone into administration, liquidation etc)

Question 27 (organisation that has gone into administration, liquidation etc)

Question 28 (disqualification under the Company Directors Disqualification Act 1986)

Question 29 (disciplined/refused membership by professional organisation/trade association)

Question 30(b) (order under Section 140B of the Act)

Question 33 (so far as it relates to criminal convictions for offences involving fraud or other dishonesty or violence and offences committed in respect of provisions made by or under the Act or any other enactment regulating the provision of credit to individuals or other transactions with individuals).

Application to Vary form: CC15/08

Questions 11–13 (consumer credit category)

Questions 14–16 (credit brokerage category)

Questions 17-18 (debt administration category)

Notification of Changes to Company Controllers form: CC12/08

Question 14 (bankruptcy)

Question 15 (individual involved in a business that has gone into administration, liquidation etc)

Question 16 (organisation that has gone into administration, liquidation etc)

Question 17 (disqualification under the Company Directors Disqualification Act 1986)

Question 18 (disciplined/refused membership by professional organisation/trade association)

Question 19(b) (order under Section 140B of the Act)

Question 21 (so far as it relates to criminal convictions for offences involving fraud or other dishonesty or violence and offences committed in respect of provisions made by or under the Act or any other enactment regulating the provision of credit to individuals or other transactions with individuals).

Notification of changes to a consumer credit licence held by a partnership, company or other organisation form: CC8C/08

Question 9 (bankruptcy)

Question 10 (individual involved in a business that has gone into administration, liquidation etc)

Question 11 (organisation that has gone into administration, liquidation etc)

Question 12 (disqualification under the Company Directors Disqualification Act 1986)

Question 13 (disciplined/refused membership by professional organisation/trade association)

Question 14(b) (order under Section 140B of the Act)

Question 16 (so far as it relates to criminal convictions for offences involving fraud or other dishonesty or violence and offences committed in respect of provisions made by or under the Act or any other enactment regulating the provision of credit to individuals or other transactions with individuals).

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For and on behalf of
The Office of Fair Trading

Date: 27 March 2008

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