



Form CC8S/08

Notification of changes to an address on a consumer credit licence

held by a sole trader

When to use this form

Use this form if you want to tell us about a change to:

- ✓ the address of your main place of business in the UK
- ✓ your correspondence address
- ✓ the address of the person authorised to receive documents in the UK – for businesses based overseas only.

You must tell us about a change to an address on your consumer credit licence within 21 days of the change. It is an offence not to do this.

Who can fill in and sign this form?

The licence holder or their representative can fill in and sign this form.

Making changes to an address is free

You do not need to send any payment with this form.

Who can use this form?

- ✓ Sole trader
-
- X Partnership
- X Company
- X Charity
- X Friendly society
- X Trade union
- X Building society
- X Professional/trade organisation

What to do now

Fill in the form in black ink. Write clearly in CAPITAL LETTERS.

Licence number

Number for general guidance about licensing matters 08457 22 44 99

Open 9am to 5pm, Monday to Friday.

Data protection

The OFT will use the information you supply for the purposes of making changes to your consumer credit licence. It may also obtain information it considers relevant from other sources (for example, other regulatory, enforcement or public authorities, including the courts and the police). While the Data Protection Act 1998 and section 237 of the Enterprise Act 2002 restrict disclosure of such information, they also allow disclosure for a number of purposes without your further consent. For example, the OFT may use the information in connection with enforcement or regulatory action it takes under its own powers or may refer the information to other government departments or regulatory, enforcement or public authorities in connection with the exercise of their functions.

Office use only

Date stamp

About your consumer credit licence

The information we ask for in section A is to help us confirm details about your licence and establish your identity.

This information is shown on the Consumer Credit Licensing Public Register. The register holds information on applications for licences and existing licences. It is available for anyone to check.

Licence details

1 What is your licence number?

This is printed on your licence in the top right corner.

2 What is the licence holder's name?

This is printed on your licence in the top left corner.

Title	Surname
.....	
Other names in full	

Your date of birth

3 What is your date of birth?

About the addresses you want to change

The information we ask for in section B is about the changes you want to make to your licence.

The new information you give us will be shown on the Consumer Credit Licensing Public Register. The register holds information on applications for licences and existing licences. It is available for anyone to check.

4 Please tick the address or addresses you want to change and give the details we ask for.

Main place of business

This can be in the UK or overseas. It must not be a PO box number, accommodation address or correspondence address.

Building name	
Number	Road
District/village	
Town/city	
County	Postcode
Country	

Correspondence address

We will normally write to you at your main place of business. We will write to you at your correspondence address if you give one.

Building name	
Number	Road
District/village	
Town/city	
County	Postcode
Country	

Person authorised to receive documents in the UK

for businesses based overseas only

If your main place of business is overseas, you must give details of a person in the UK who is authorised to receive documents on your behalf.

Person authorised to receive documents in UK		
Title		
Surname		
Other names in full		
Date of birth	/	/
Building name		
Number	Road	
District/village		
Town/city		
County	Postcode	

Your application may be delayed if you do not give the correct postcode

Signature

You are responsible for making sure all the information you have given is accurate and complete. Please make sure you have read and understood all of the form before you sign.

Name

Signature

Date

Daytime phone number

Where to send the form

Send the form and all the other documents to us at:

Consumer Credit Licensing
Office of Fair Trading
Fleetbank House
2-6 Salisbury Square
London
EC4Y 8JX

What happens next?

We will note the changes that you have told us about in our records. We will write to tell you when we have made the changes to the Consumer Credit Licensing Public Register.

We will write to you if we need any more information.

As we do not need to make any changes to your licence, we will not send you a new one. You can continue to trade as normal.

If you have any queries about your notification, please call us on 08457 22 44 99, between 9am and 5pm, Monday to Friday.

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