

CCVS/08

Consumer Credit Act 1974

NOTICE OF THE VOLUNTARY SURRENDER OF A CONSUMER CREDIT LICENCE

You should use this form if you want to surrender a licence that is no longer required. When surrendering your consumer credit licence, you should return the original licence document to the Office of Fair Trading with this form. If any of your credit activities have been taken over by another trader please provide details about this in a covering letter. This should include the trader's name, address, the specific credit activities transferred and the relevant date(s).

Please ensure you have read these notes carefully before completing the form.

You may wish to surrender your licence because:

- you no longer carry out activities which require it; or
- you have changed the legal formation of your organisation, such as from a partnership to a company, and have applied for and been issued a licence in your new formation.

Please note:

- you must not surrender your licence until you are certain that none of your activities require it. It is a criminal offence to trade without a licence
- once you surrender your licence you cannot get it back. You would have to apply for a new one if you needed it
- if you surrender your licence, it will terminate one month after the Office of Fair Trading has received a valid notice of voluntary surrender; and

- where a licensee has died, become bankrupt, or become a patient under the Mental Health Act 1983 their licence terminates. The termination date is deferred for 12 months after the death, bankruptcy etc, to allow executors/liquidators to carry on the business. In these circumstances, this voluntary surrender form **should not** be used. Instead, you should notify us by letter or by e mail to enquiries@oft.gsi.gov.uk.

The individual signing this form must normally be an authorised person named on the Consumer Credit Licensing Public Register. These include:

- a sole trader
- two partners in a partnership
- a company director or company secretary in a limited company
- a person responsible for the management of the affairs of an unincorporated body of persons or of a company incorporated outside the UK;

Or

- the licensee's solicitor or accountant may sign even if they are not named on the public register

A partnership's licence should not be surrendered without the consent of all of the partners. If there are more than two partners, we will assume that you have sought the consent of all the remaining partners. If you have resigned from a partnership, you cannot sign this form.

Fill in the form in BLACK INK
Write clearly in CAPITAL LETTERS

1. What is the number of the consumer credit licence you wish to surrender?

2. What is the name of the licence holder?

3. What is your main place of business?

4. What is your correspondence address? (if applicable)

Important: Make sure you have read this form and the notes overleaf carefully before you complete the boxes and sign below.

I hereby surrender the licence issued to me/the organisation because:

(please the relevant box)

I/the organisation have/has ceased to carry out the activities covered by the consumer credit licence

I/the organisation am/is now covered for licensable activities by consumer credit licence number

(please specify)

I/the organisation have/has recently submitted an application for a new standard licence, application number

Send your consumer credit licence to the Office of Fair Trading with this form.

I enclose the original consumer credit licence (and any variations issued to it)

I am unable to return the original consumer credit licence to the Office of Fair Trading as I am not in possession of it

I understand that:

- it is an offence to carry out any business that needs a licence under the Consumer Credit Act 1974 without a licence. I undertake not to do so.
- it is an offence to knowingly or recklessly give any false or misleading information to the Office of Fair Trading.

I confirm that I am authorised to surrender this licence.

Name

Position or authority

Signature

Date

Daytime telephone number

For use by 2nd partner only (where applicable)

Name

Signature

Date

Daytime telephone number

Send this form and your consumer credit licence to:

Consumer Credit Licensing
PO Box 62691
London
EC4P 4UW