

Change of trading name amendment form

OFTEC competent person scheme business registration



Thank you for your recent notification that the business currently registered with OFTEC continues but under a different trading name. The following pages give a brief overview of the type of changes that may be requested and the changes that may be agreed by OFTEC.

Please complete the form in full, using a black ball point pen.

Please be aware: Any agreement to change your trading name will not absolve you of responsibility for work previously carried out under the registration. **By continuing with this application it will be deemed that you are accepting full liability for all work previously carried out.**

TYPES OF CHANGES REQUESTED - Important information, please read before completing the form

	Business type / change required	Can the trading name be amended?
1	An Unlimited company to an Unlimited company where there is no change in control. i.e. a sole trader or partnership wanting to change trading name.	Yes - The trading title can be changed because the people have remained the same and so there is no issue with control. No - If a partnership splits and the partner wanting to keep the registration cannot get written agreement from the former partner to keep the registration.
2	Unlimited to Limited where there is no change in control, i.e. a sole trader decides to go Limited and becomes a director of that Limited business and remains in control of the business.	Yes - The trading title can be changed as long as the sole trader or partnership is prepared to sign this form and take responsibility for work undertaken by the unlimited company.
3	Unlimited to Limited where there is a change of control.	Yes - If it is a family member taking over control, i.e. a son is taking over the father's business and is prepared to sign this form and take responsibility for all work undertaken by the unlimited company. No - If the business has been taken over or bought by a third party.
4	Limited to Limited , where there is a different companies house number.	No - Unless it is within a group of companies, in which case they must write to the registration team with details of the changes and restructuring. A decision would be made following receipt of this information.
5	Limited to Limited , i.e. with the same companies house number but a new trading name.	Yes - As long as a copy of the certificate of incorporation on change of name is sent with this form.
6	Limited to Sole Trader	Yes - If a sole director is reverting to sole trader status or a family business is reverting to sole trader status and is prepared to sign this form and take responsibility for all work undertaken by the Limited company. No - If the company has ceased trading, i.e. gone into liquidation, receivership or administration.

SECTION 1 - Existing registered business details

Business name:	
OFTEC company registration number:	Current business type:
Address:	
Postcode:	

SECTION 2 - New business details

New business trading name:	
Full name of person responsible (for OFTEC registration matters):	
Address, if different to section 1 (this is where all correspondence will be sent)	
Postcode:	
Email:	Secondary email:
Tel. no:	Mobile no:

SECTION 3 - New Business type:

Please select the box that describes the type of business you will be trading as:

<input type="checkbox"/> Sole trader / Self employed	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited company *
<input type="checkbox"/> Government / Public body	<input type="checkbox"/> Other (please specify) _____	

Companies House number:
**(Only required if you are a limited company)*

SECTION 4 - Information regarding change of trading name

Are there any changes to the ownership of the business? *(If yes, please provide details of both the current and the new owner(s))*

Who controls the business and manages the work? Are there any changes to this under the new trading name?

Who carries out the work under the new trading name? Are there any personnel changes we need to be aware of? e.g. new technicians.

Please give the reason for the requested change.

SECTION 5 - Data protection

OFTEC will process your data in accordance with the General Data Protection Regulation (GDPR). We only collect your data for the purposes of granting certification with the OFTEC registration schemes. We will process and hold your data lawfully, fairly and securely. Your data will be processed accurately and kept up to date either by you notifying us of any changes, or via your own updates to your online registration account. As part of the agreement to provide your business and technician(s) with registration, OFTEC will keep you updated on any industry changes that affect the work you do. Receiving these updates counts towards your commitment to obtain industry-related professional development to enable continuous registration. We will also notify you on any matters affecting your registration and will also send you reminders before your qualifications or registration expires. These may be by post, email and/or telephone.

Full details of our privacy policy can be found here www.oftec.org/terms-of-use-and-privacy-policy.

SECTION 6 - Declaration

By completing and submitting this information you are confirming that the information you are supplying is correct to the best of your knowledge, and you are accepting the terms and conditions of registration for your business and associated technicians as defined in the scheme rules of registration, R100. **By signing this form, you are taking responsibility for any work carried out under the previous trading name.**

You understand that any inaccurate statements or omissions may disqualify you from registration with OFTEC.

Signature on behalf of the old business:
Print name:
Position held:
Date:

Signature on behalf of the new business:
Print name:
Position held:
Date:

I have attached a copy of my public liability insurance in the new company name <input type="checkbox"/>
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Once you have completed this form, please return it to our registration team at registration@oftec.org.

If you require any assistance in completing this form please contact the registration team on 01473 626 298 / 01 864 5771 (RoI)

OFFICE USE ONLY	
Number of complaints (if any)	Number of works notifications completed (if any):
Public liability insurance provided:	
Comments:	
Name change authorised by (print name):	
Signature:	Date: