

COMPANY DECLARATION FORM

GUIDANCE NOTES

Principal, Partner or Director (PPD) members have obligations for every company (legal entity) that operates in a business area relevant to their membership. In order to maintain professional standards, PPDs must demonstrate that each firm meets our company obligations upon joining, and annually thereafter. For more information go to: propertymark.co.uk/working-in-the-industry/member-requirements.

Completion of this declaration is a condition of membership for PPDs. Propertymark will also undertake its own checks on a member's business interests.

Legal entity

We need a declaration for each legal entity. An agency may comprise one or more legal entities. A legal entity is defined as a:

- Person (in the case of a sole trader)
- Partnership
- Limited liability partnership (LLP)
- Private limited (Ltd) or unlimited company
- Public Limited Company (PLC).

! COMPANY LEGAL NAME

Ensure the accurate legal entity name is entered in the company legal name box on page 1.

For example:

Sole Trader: Mr John Smith

Partnership: Mr J Smith and Mrs S Jones or Mr J Smith and Partners (5), where Mr J Smith is our member

LLP: Parkers & Smith LLP

Private Limited Company: John Smith & Co Limited

PLC: Parkers & Smith PLC

Additional documents

When returning this Company Declaration, please also include a copy of your:

- Letterhead displaying your company's information as required by the Companies Act 2006
- Landlord Terms of Business (if dealing in residential lettings)
- Tenancy Agreement (if dealing in residential lettings)

Business activities regulated for each division

NAEA Propertymark members:

- Residential Property Sales
- Residential Property Lettings
- Residential Property Management
- Non-residential Sales
- Non-residential Lettings
- Non-residential Property Management
- Auctions (Including Property and Chattels)
- Land and New Homes

ARLA Propertymark members:

- Residential Property Lettings
- Residential Property Management

NAVA Propertymark members:

- Valuations
- Auctions (Including Property and Chattels)
- Bailiff & Insolvency Practice

NAEA Commercial members:

- Non-residential Sales
- Non-residential Lettings
- Non-residential Property Management
- Business Transfer

How to return this form

By post:

Membership Documents, Propertymark,
6 Tournament Court, Edgehill Drive,
Warwick, **CV34 6LG**

By email: companydeclaration@propertymark.co.uk

COMPANY DECLARATION FORM

YOUR DETAILS

See Guidance Notes before completing this form.

Your full name	
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YOUR COMPANY

Please complete a separate Company Declaration Form for each relevant legal entity.

How many relevant firms do you own?		If more than one firm this is declaration number		of	
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Company legal name					
Company number as on Companies House (if applicable)					
Commenced trading		Financial year end			

Head office

Trading name					
Address 1					
Address 2					
Town					
County		Postcode			
Email					
Website					
Phone					

Office at which you are based (if different)

Trading name					
Address 1					
Address 2					
Town					
County		Postcode			
Email					
Website					
Phone					

COMPANY INFORMATION

Please choose the activity(ies) which your firm undertakes:

Residential property sales	<input type="checkbox"/>	Non-residential management	<input type="checkbox"/>
Non-residential sales	<input type="checkbox"/>	Inventory	<input type="checkbox"/>
Business transfer	<input type="checkbox"/>	Auctions (residential property)	<input type="checkbox"/>
Overseas property	<input type="checkbox"/>	Auctions (non-residential property)	<input type="checkbox"/>
Land and new Homes	<input type="checkbox"/>	Auctions (chattels)	<input type="checkbox"/>
Residential property lettings	<input type="checkbox"/>	Valuation	<input type="checkbox"/>
Residential property management	<input type="checkbox"/>	Bailiff and Insolvency Practice	<input type="checkbox"/>
Non-residential lettings	<input type="checkbox"/>		

INDEPENDENT REDRESS

Your firm must be a member of one of the redress schemes below

The Property Ombudsman Scheme	<input type="checkbox"/>	Membership number	
Property Redress Scheme	<input type="checkbox"/>	Membership number	
First-Tier Tribunal (Scotland)	<input type="checkbox"/>	Membership number	

ANTI-MONEY LAUNDERING

Your firm may need to be registered with one of the following

HMRC	<input type="checkbox"/>	Registration number	
Financial Conduct Authority (FCA)	<input type="checkbox"/>	Registration number	
The Law Society	<input type="checkbox"/>	Registration number	
The Law Society of Scotland	<input type="checkbox"/>	Registration number	

INFORMATION COMMISSIONERS OFFICE (ICO) REGISTRATION

Your firm must be registered with the ICO.

Tick this box if you are registered with the ICO	<input type="checkbox"/>	Registration number	
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COMPANY REGULATION

If your firm is regulated by one of the following we will accept their regulation in lieu of our own.

Royal Institution of Chartered surveyors (RICS)	<input type="checkbox"/>	Membership number	
The Law Society	<input type="checkbox"/>	Membership number	
The Law Society of Scotland	<input type="checkbox"/>	Membership number	

FEE INCOME

We ask the total fee income for your firm for the most recent complete financial year to determine the professional indemnity insurance limit.

Total fee income for this firm for the last financial year			
£150,000 or less	<input type="checkbox"/>	Over £150,000	<input type="checkbox"/>
		Not yet had year end	<input type="checkbox"/>

CLIENT MONEY HANDLING

<p>Does your firm handle client money? Is any money belonging to a client ever passed to your firm or paid into any of its bank accounts, e.g. cash paid or cheque, even if then passed on to a tenancy deposit protection scheme or other third party?</p> <p>Do not answer yes if your firm only handles client money for another property agency.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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<p>Does your firm handle client money for another property agency? Any such money will not fall within the scope of PropertyMark's Client Money Protection scheme, or Client Account Rule Guidelines. You must inform the other agency of this.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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USING A CLIENT ACCOUNTING SERVICE PROVIDER (CASP)

<p>Does another company handle client money on behalf of your firm? Does your firm pass control or responsibility for the management of any client money to a client accounting service provider? This does not include money passed to a tenancy deposit protection scheme or PayProp.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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<p>Does more than one other company handle client money on behalf of your firm? Does your firm pass control or responsibility for the management of any client money to more than one CASP? This does not include money passed to a tenancy deposit protection scheme or PayProp.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If you answered No to both questions directly above, please go straight to 'Declaration' on page 4. If one or both questions were answered Yes, please provide the following information...

CASP 1 details

Legal name			
Trading name			

Head office of CASP 1

Address 1			
Address 2			
Town			
County		Postcode	
Phone			
Email			

CASP 2 details

Legal name			
Trading name			

Head office of CASP 2

Address 1			
Address 2			
Town			
County		Postcode	
Phone			
Email			

Please select which of the following options best describes how the CASP works with your firm in regards to clients' money.

1	Is there a client account owned by your firm?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If you answered Yes to the question above please answer the two questions below.		
	Are you or is anyone from your firm able to make payments from this account?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Is anyone from the Client Accounting Service Provider able to make payments from this account?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

2	Is there a client account owned by CASP 1?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If you answered Yes to the question above please answer the two questions below.		
	Are you or is anyone from your firm able to make payments from this account?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Is anyone from the Client Accounting Service Provider able to make payments from this account?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Is there a client account owned by CASP 2?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If you answered Yes to the question above please answer the two questions below.		
	Are you or is anyone from your firm able to make payments from this account?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Is anyone from the Client Accounting Service Provider able to make payments from this account?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

3	If none of the options above apply please describe below your client account arrangements.

DECLARATION

I have disclosed every firm (legal entity) for which I have a legal responsibility and which operates in a business area relevant to my membership. I understand and will discharge my responsibilities as described in the guidance notes above and within Propertymark's Conduct and Membership Rules. I believe the facts stated in this Company Declaration are true.

Print name			
Signature		Date	

This declaration must be signed by the Principal, Partner or Director (PPD) in membership or applying for membership. Making a declaration which is found to be false, incomplete or misleading, may result in the termination of membership or withdrawal of application.

BRANCH LIST FORM

Your full name	
Company legal entity name	

Company legal entity name: Please enter the sole trader's name, a list of partners' names or the company name, e.g. Smith & Co LLP or Smith & Co Limited.

Company number as on Companies House (if applicable).	
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Returning the form

Post: Membership documents, PropertyMark, 6 Tournament Court, Edgehill Drive, Warwick, **CV34 6LG**

Email: companydeclaration@propertymark.co.uk

OFFICES FROM WHICH THIS COMPANY TRADES

Only include offices from which the above legal entity trades. Please do **not** include a company's registered address if it is not an office the company trades from. If your company has several different trading names, make it clear below which branches have which trading name.

Head office

Office name	
Trading name	
Address 1	
Address 2	
Town	
County	
Postcode	
Email	
Website	
Phone	

Branch

Admin only office

Office name	
Trading name	
Address 1	
Address 2	
Town	
County	
Postcode	
Email	
Website	
Phone	

Branch

Admin only office

Office name	
Trading name	
Address 1	
Address 2	
Town	
County	
Postcode	
Email	
Website	
Phone	

Branch

Admin only office

Office name	
Trading name	
Address 1	
Address 2	
Town	
County	
Postcode	
Email	
Website	
Phone	

Branch Admin only office

Office name	
Trading name	
Address 1	
Address 2	
Town	
County	
Postcode	
Email	
Website	
Phone	

Branch Admin only office

Office name	
Trading name	
Address 1	
Address 2	
Town	
County	
Postcode	
Email	
Website	
Phone	

Branch Admin only office

Office name	
Trading name	
Address 1	
Address 2	
Town	
County	
Postcode	
Email	
Website	
Phone	

Branch Admin only office

Office name	
Trading name	
Address 1	
Address 2	
Town	
County	
Postcode	
Email	
Website	
Phone	

Branch Admin only office

Office name	
Trading name	
Address 1	
Address 2	
Town	
County	
Postcode	
Email	
Website	
Phone	

Branch Admin only office

Office name	
Trading name	
Address 1	
Address 2	
Town	
County	
Postcode	
Email	
Website	
Phone	

Branch Admin only office

Office name	
Trading name	
Address 1	
Address 2	
Town	
County	
Postcode	
Email	
Website	
Phone	

Branch Admin only office

Office name	
Trading name	
Address 1	
Address 2	
Town	
County	
Postcode	
Email	
Website	
Phone	

Branch Admin only office

Office name	
Trading name	
Address 1	
Address 2	
Town	
County	
Postcode	
Email	
Website	
Phone	

Branch Admin only office

Office name	
Trading name	
Address 1	
Address 2	
Town	
County	
Postcode	
Email	
Website	
Phone	

Branch Admin only office

Office name	
Trading name	
Address 1	
Address 2	
Town	
County	
Postcode	
Email	
Website	
Phone	

Branch Admin only office

Office name	
Trading name	
Address 1	
Address 2	
Town	
County	
Postcode	
Email	
Website	
Phone	

DECLARATION

Print name			
Signature		Date	