

## **Register of Persons Holding a Controlled Interest in Land (RCI)**

### **Notification of the winding up or dissolution of a recorded person**

In the event of the winding up or dissolution of an entity that is a recorded person in the RCI, duties are placed on the person responsible for dealing with the assets or liabilities of the entity.

They need to notify the keeper of the winding up or dissolution.

The person responsible for dealing with the assets or liabilities of the entity must notify the keeper as soon as reasonably practical.

They will be required to provide the keeper with the following information:

- the recorded person's reference number, if known
- the recorded person's name
- the recorded person's registered office (if applicable) or contact address
- the recorded person's land details – the title number(s) if the affected land is registered within the land register or a sufficient property description if the land is recorded within Registers of Sasines
- the date of the recorded person's winding up or dissolution
- information confirming that the recorded person has been wound up or is dissolved, this can take the form of the liquidator's appointment or information from Companies House that the entity has been dissolved

### **How to submit the notification of winding up or dissolution of a recorded person**

1. Fill in this notification form
2. Print the form and sign the declaration. A scanned image of a wet signed declaration is acceptable
3. Provide a copy of the information showing that the recorded person has been wound up or dissolved.
4. Return your completed form and winding up or dissolution information to us by email to [RCI@ros.gov.uk](mailto:RCI@ros.gov.uk) - please be aware that we will not accept information via post or to any alternative Registers of Scotland email addresses.

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Completed application forms and supporting evidence should be emailed to [RCI@ros.gov.uk](mailto:RCI@ros.gov.uk)

**1. Recorded person details**

Recorded person reference  
number (RPRN), if known

Full name

Registered number  
(if applicable)

Registered office or contact  
address

Date of winding up or  
dissolution

**2. Details of Recorded person's land**

Title number(s), if land  
registered

Property description, if not  
land registered

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**3. Details of the person responsible for dealing with the assets or liabilities**

First name

Last name

Role or authority to act

Firm

Email address

Contact address

**4. Declaration**

By submitting this notification you confirm:

- you are the person responsible for dealing with the assets or liabilities of the recorded person
- you are submitting a copy of the information showing that the recorded person has been wound up or dissolved
- you understand that it is an offence to knowingly or recklessly provide false or misleading information to the register

Check box to confirm

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**5. Signature and date of submission**

Please sign below to confirm you wish to notify the keeper of the winding up or dissolution of the recorded person in order to have their entry removed from the register. **A scanned image of a wet signed declaration is acceptable.**

Signature

Date

**What happens next?**

- When we have received this notification, we will review the form and information provided
- Providing no additional information is required, the recorded person's entries will be removed from the register
- You will be notified by email once this has been done