

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

Pre-submission Associate Verification Notice

Note on use of form: The RCI regulations require the recorded person to verify all details with associates prior to making a submission. The recorded person can do this using any method.

To support this action, we have created this optional form which will enable the recorded person to add an associate's details and verify their accuracy directly with the associate. Verifying details prior to submission is a requirement of the RCI regulations.

What is RCI?

RCI was established by the [The Land Reform \(Scotland\) Act 2016 \(Register of Persons Holding a Controlled Interest in Land\) Regulations 2021](#).¹ The register will show who has significant influence or control over the owner or tenant (for more than 20 years) of land in Scotland. This information may not be publicly transparent elsewhere.

RCI will provide information on the people making key decisions on land and property.

For more information please visit the Registers of Scotland's [RCI information page](#).²

Why am I receiving this notice?

The aforementioned regulations specify at [regulation 10\(5\)](#)³ that all recorded persons must first verify details with the associate, before making an entry in the register.

This form acts as the notice being provided to you, as the associate, by the recorded person or their representative. This has the details they currently hold for you. You will be asked to verify the accuracy of these details with the recorded person or their representative.

What is a recorded person?

In RCI an owner or certain tenants of land are known as a recorded person. This only applies to tenants with a recorded or registered lease of over 20 years.

To be a recorded person within RCI, a person needs to:

- be named as owner or tenant of the land in the land register or the sasines registers
- have one person or more that has significant influence or control over the land, known as an associate

For more information, please visit the RCI knowledge base article on [recorded persons](#).⁴

What is an associate?

An associate is a term used in RCI for those who have a controlling interest over a recorded person.

An associate is a person who:

- is associated with a recorded person but who is not recorded in the sasines registers or registered in the land register as owning or leasing the land
- has the right to exercise, or actually exercises, a controlling interest over the recorded person's dealings with the land

For more information, please visit the RCI knowledge base article on [associates](#).⁵

¹ <https://www.legislation.gov.uk/ssi/2021/85/introduction/made>

² <https://ros.gov.uk/rci>

³ <https://www.legislation.gov.uk/ssi/2021/85/regulation/10/made>

⁴ <https://kb.ros.gov.uk/other-registration-types/rci/about-recorded-persons>

⁵ <https://kb.ros.gov.uk/other-registration-types/rci/about-associates>

Notice to associate to verify details

This form acts as a notice from the recorded person named in Part 1, for the purposes of verifying the associate details with the individual or organisation named in Part 2.

Part 3 contains important information for the individual or organisation.

Part 1

A. Recorded person details *(to be completed for individuals only)*

First name

Last name

Contact address

Email address

Owner or tenant

If you are a trustee of a trust or a partner in a partnership, please select your role:

Trustee

Partner

Unincorporated body

Other - specify role, for example 'Treasurer'

Name of trust or partnership

B. Recorded person details *(to be completed for organisations only)*

Organisation name

Registered number *(if applicable)*

Part 1 (continued)

2. Land details

Title number *(if registered on the Land Register)*

Address or description *(if not registered on the Land Register)*

Part 2

The following associate details have been completed by the recorded person for the purposes of verifying their accuracy with the individual or organisation undermentioned.

A. Associate details *(to be completed for individuals only)*

First name

Last name

Date of birth *(this will not be shown on the register)*

Contact address

Date on which association began *(for example, 11 2007)* Month Year

Associate reference number *(a reference number will only exist if an entry has previously been made in the register)*

Part 2 (continued)

B. Associate details (to be completed for organisations only)

Organisation name

Registered number (if applicable)

Contact name (optional)

Transparency regime

Registered address

Date on which association began (for example, 11 2007) Month Year

Associate reference number (a reference number will only exist if an entry has previously been made in the register)

Part 3 - the following information is important and should be read carefully.

1. Duties

In accordance with RCI [regulation 10 \(5\)](#) ¹, the following duties are imposed on the individual or organisation named in Part 2 and should be carried out as soon as reasonably practicable:

1. To confirm that they are an associate
2. Should they not be an associate, they must inform the recorded person of this
3. Should there be an inaccuracy or a change to the details provided in Part 2, the associate named must notify the recorded person of the correct details
4. If the associate is an individual they should inform the recorded person if they intend to make a security declaration. Please note, security declarations are not applicable for organisations. Visit our essential reading article on [security declarations](#) ² for more information on how to apply

2. Offences

In accordance with RCI [regulation 15 \(7\) and \(8\)](#),³ an individual or organisation who, without reasonable excuse, fails to comply with the above duties, commits an [offence](#).⁴

¹ <https://www.legislation.gov.uk/ssi/2021/85/regulation/10/made>

² <https://kb.ros.gov.uk/other-registration-types/rci/about-security-declarations>

³ <https://www.legislation.gov.uk/ssi/2021/85/regulation/15/made>

⁴ <https://kb.ros.gov.uk/other-registration-types/rci/offence-provisions>