

# Principal Place of Business



Please complete this form online (preferred method) then print, and submit as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink

<b>1. PRINCIPAL PLACE OF BUSINESS (Key Facts Form)</b>		
<b>a) What is the address of your organisation's UK Head Office?</b>		
Address Line 1: .....		
Address Line 2: .....		
Country: .....	Postcode: .....	
Telephone: .....	Fax: .....	
<b>b) Is the organisation registered at this address?</b>		
	<b>Yes</b>	<b>No</b>
If No, where is the organisation registered?		
Address Line 1: .....		
Address Line 2: .....		
Country: .....	Postcode: .....	
Telephone: .....	Fax: .....	
<b>c) Are matters affecting operational and financial control decided and directed by the appointed key post holders, including the accountable manager, at meetings held in the UK?</b>		
	<b>Yes</b>	<b>No</b>
If No, please provide further information.		
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<b>d) Is correspondence regarding operational and financial control processed at the address given at 'a'?</b>		
	<b>Yes</b>	<b>No</b>
If No, please provide further information, including the address for correspondence.		
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Address Line 1: .....		
Address Line 2: .....		
Country: .....	Postcode: .....	
Telephone: .....	Fax: .....	
<b>e) Are all records regarding the operational and financial decisions affecting the direction, control and coordination of the organisation's activities and operations kept available for physical inspection at the address given at 'a'?</b>		
	<b>Yes</b>	<b>No</b>
If No, please provide further information.		
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