

Regulation



Firm Details Form

This form must be completed by the Contact Officer.

This person must be an RICS member and nominated to be the main contact with RICS Regulation.

A Responsible Principal will also need to be nominated prior to registering your firm for RICS regulation. For details of this process, please go to <https://www.rics.org/uk/upholding-professional-standards/regulation/how-we-regulate/professional-portal/responsible-principal/>

Please complete ALL sections, confirm the information supplied is correct by signing the declaration at the end of this form and return to RICS Regulation regulation@rics.org

To check the use of the Chartered Surveyors designation for your firm please visit <https://www.rics.org/uk/upholding-professional-standards/regulation/firm-regulation/registered-firms/> where you will find a copy of the rules for the use of the RICS logo and designations by firms.

Publication name: _____
(name to be used on ricsfirms.com)

Please tick here to opt out of having your firm's name and address published on ricsfirms.com

Firm's Registered name: _____
As registered with Companies House in UK (www.companieshouse.gov.uk), or other country/authority (please state below)

Registration No: _____ **Country/Authority:** _____

Vat registration No: _____

Trading name: _____

Firm's status: Limited company Limited Liability partnership
 Partnership Sole practice

Primary office address: _____

Post code: _____ Country: _____

Telephone: _____ Fax: _____

Website: _____ Email: _____
(additional offices can be added to appendix 2)

Nature of your firm's work: _____

Surveying services

Surveying service(s) are those which are the responsibility of RICS' Professional Groups and are provided to professional, corporate, institutional and all other clients.

Public

The public includes the general public, other firms, institutions and other professional bodies.

Will your firm be providing surveying services to the public? (please see definition above)

Yes No

Additional Offices

Please enter the details of additional offices to be included in this registration. Please note if the office is another legal entity, it must register separately and should not be added here.

Trading name	Address	Post code	Phone number	Fax number	E-mail address

If you have more offices please photocopy this sheet and use as many times as necessary.

Data Protection

RICS takes the privacy and security of the personal information we hold for you very seriously. Your details are held in a secure database with authorised access only. We apply data processing policies in compliance with the General Data Protection Regulation 2018 and the Privacy & Electronic Communications Regulations (EC Directive) 2003.

I confirm that the named personnel above are members of RICS and that the information supplied is correct.

Signature: _____ Date: _____

Name (Printed): _____ Role: _____

After submitting this initial information please keep us updated of any subsequent changes. Once you have received confirmation that your firm has been set up on our internal systems, you can go to the professional portal at <https://www.rics.org/uk/upholding-professional-standards/regulation/how-we-regulate/professional-portal/> and begin your application to register your firm.