Instructions for making a submission to the Register of persons holding a controlling interest in land (RCI)

Introduction

The Register of persons holding a controlling interest in land (RCI) is a publicly searchable register that is managed on behalf of Scottish ministers by Registers of Scotland. It came into being on 1 April 2022.

RCI shows who controls the decisions of owners or tenants (for more than 20 years) of land and property in Scotland, where this information may not be publicly available elsewhere.

The searchable register can be found here: https://rci.ros.gov.uk/search-entry/search

There are some conditions that would make a property 'out of scope'. These properties do not need to be registered.

As all guiding levels are unincorporated bodies, the vast majority to properties within guiding in Scotland will need to be registered (whether owned or on long term lease), including those jointly owned with other organisations, such as the Scouts.

Due to the fact that guiding levels are unincorporated they cannot own property in their own right. This means that individuals need to hold the property on behalf of the organisation (these would be the property trustees). We know that due to the passage of time, most guiding properties do not appear on the land register and the Register of Sasines lists people who no longer have any legal connection with the property (as owner or tenant). This is most likely due to people having concluded their role within guiding or being deceased.

For RCI a recorded person is someone who:

- owns land in Scotland and has an associate with a controlling interest over the land, or
- tenants land on a registered or recorded lease of more than 20 years in Scotland and has an associate with a controlling interest over the land

In the case of guiding properties, the recorded persons should be the property trustees, and in most cases, we would expect this to be the county commissioner, county treasurer, and the relevant division or district commissioner. You should check your county constitution for details of who the property trustees are deemed to be. You can find out more about property management within guiding

in Scotland here (including information about property trustees and management committees).

There are three different parts to RCI. These are:

- the land
- the owners and tenants of land, known as the recorded person
- people that might have a controlling interest in land, known as associates

To make a submission

Firstly, you need to make sure that you have all of the information that you will need to make the submission. You will need:

- the name, contact (home) address, and date of birth of the recorded persons (most likely 3 as per below), and if relevant, their registered number (if they are recorded on another property),
- the title number of the land (if it appears on the land register), or the full address and postcode of the property,
- details of the capacity in which the recorded person owns or leases the land. This would include, for example, where an individual owns the land in their capacity as a trustee.

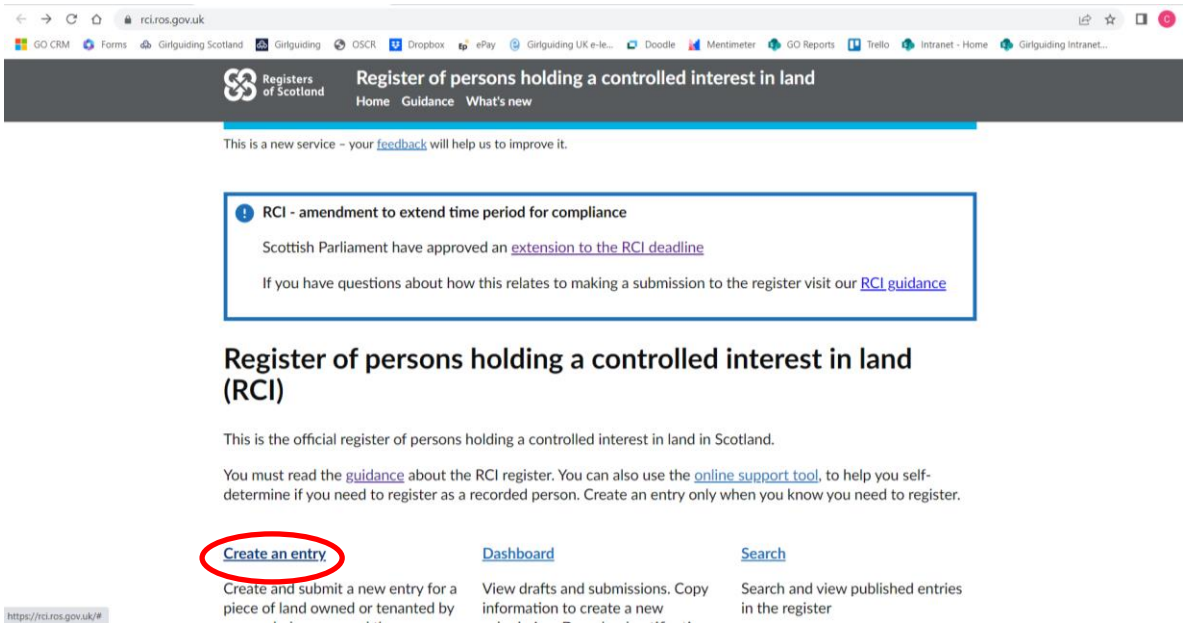
For guiding properties, we would expect that properties are held at county level and as such that the registered persons would be:

- The county commissioner
- The county treasurer / lead for finance and property
- A relevant division / district commissioner

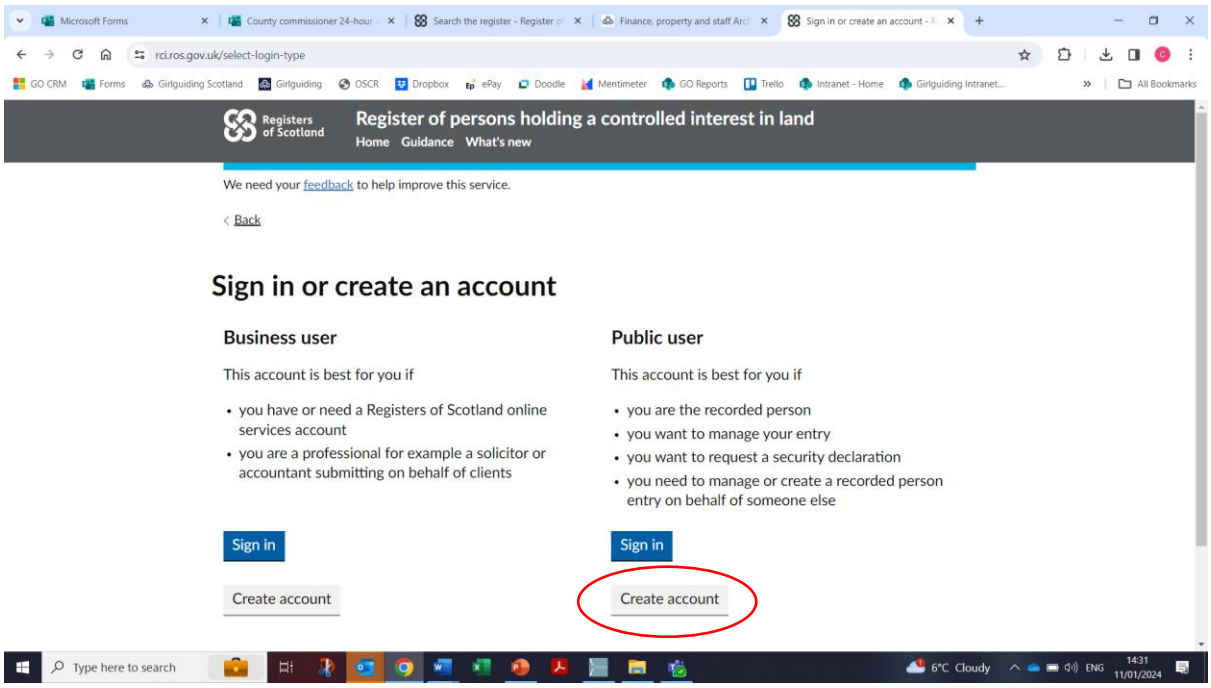
Once you have all of the information gathered, you can start to make the registration. Please see the following pages for a step-by-step guide to support you in doing this.

To make a submission

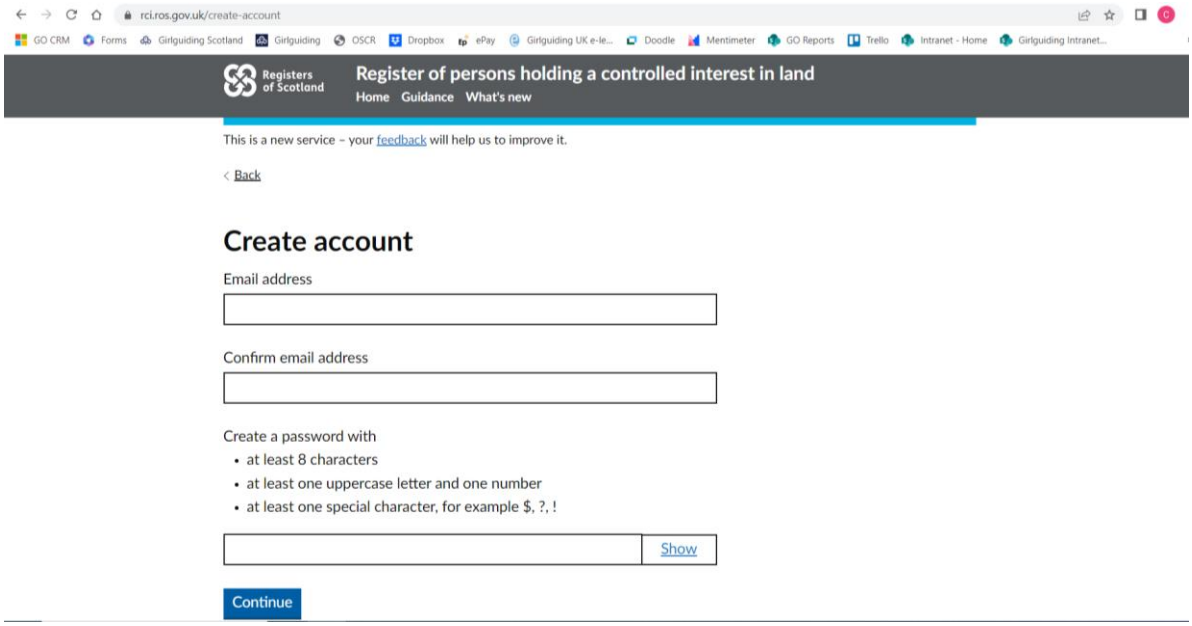
Go to: https://rci.ros.gov.uk/ and click on 'Create an entry:



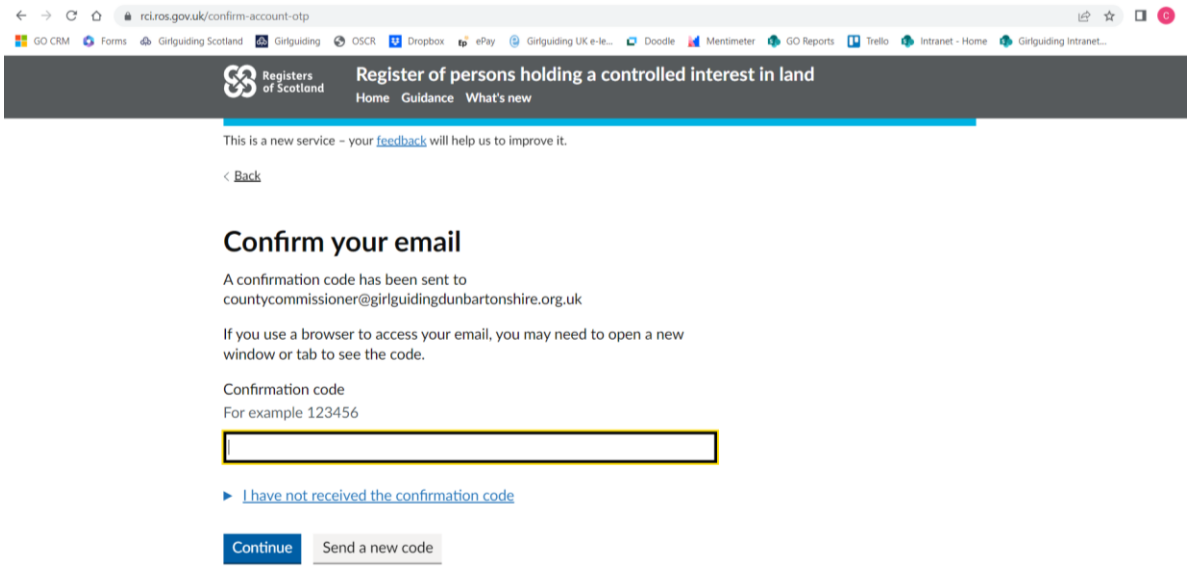
If you are making your first registration you will need to create an account. You only need to create an account once, so if you will be the registered person or associate on multiple properties, you only need to complete this step once. First you will be asked what type of account you would like to create, for this choose, 'public user' and 'create an account':



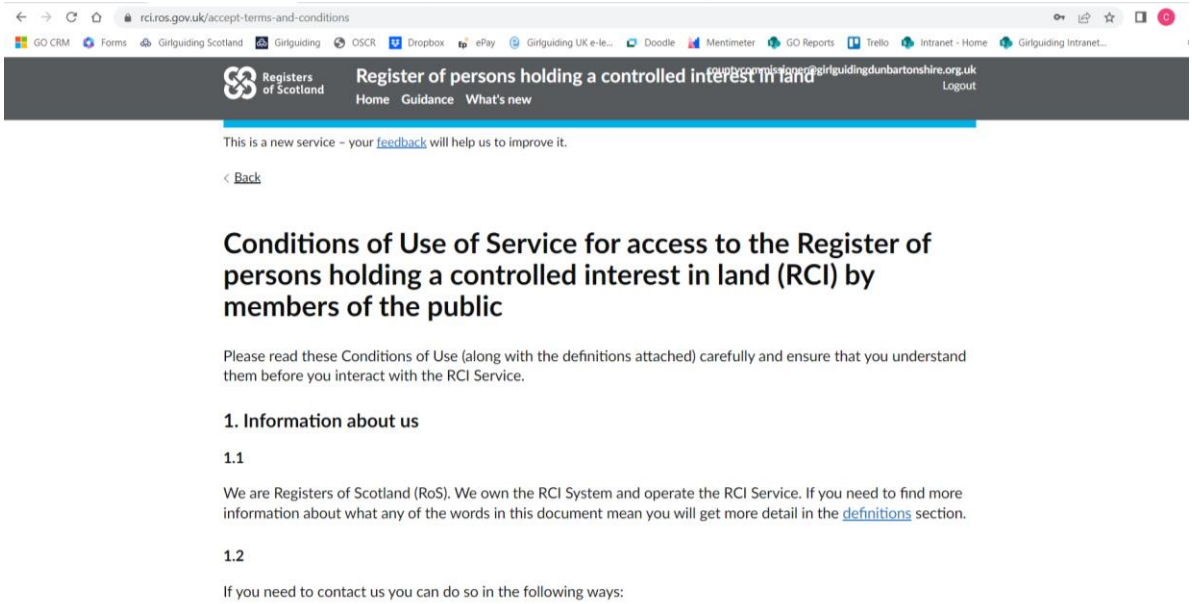
You will then be asked to enter some personal and contact information.



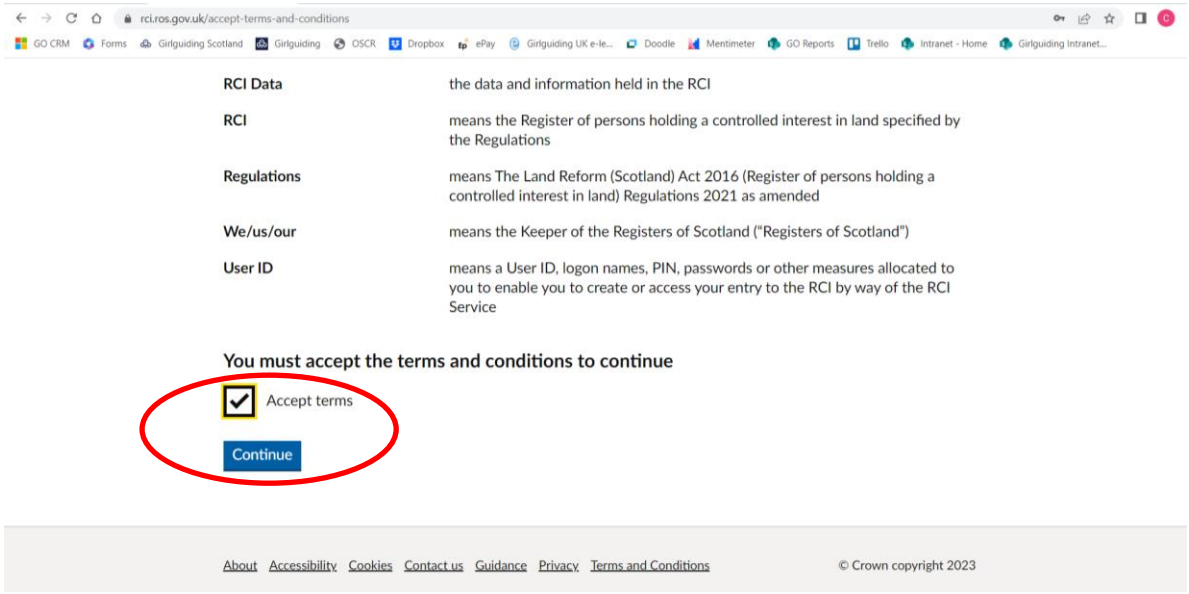
Once you have entered an email address and password, you will be sent a code to verify your email address. You should enter this on the next screen:



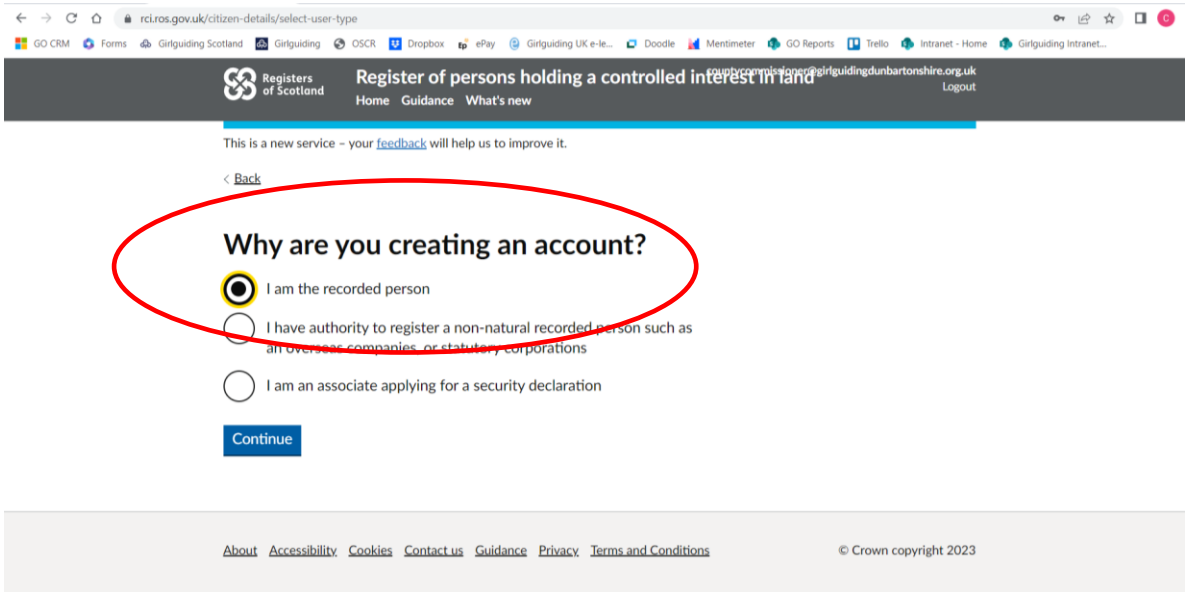
Once you have done this go ahead and log in, this will take you to the following page:



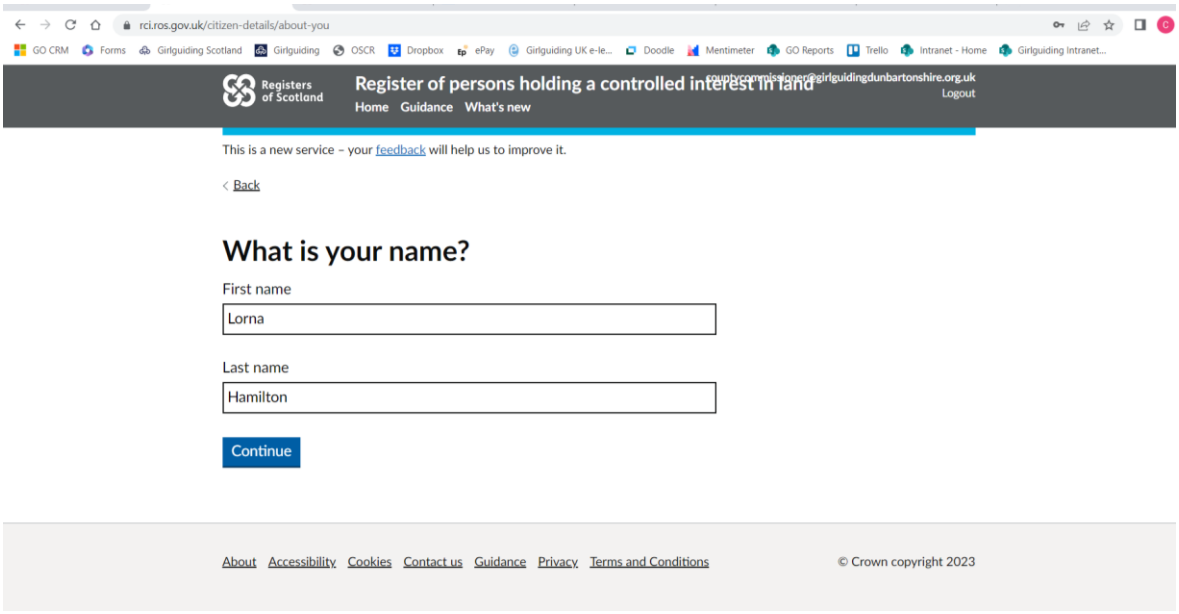
Read the conditions of use, and then agree them here:

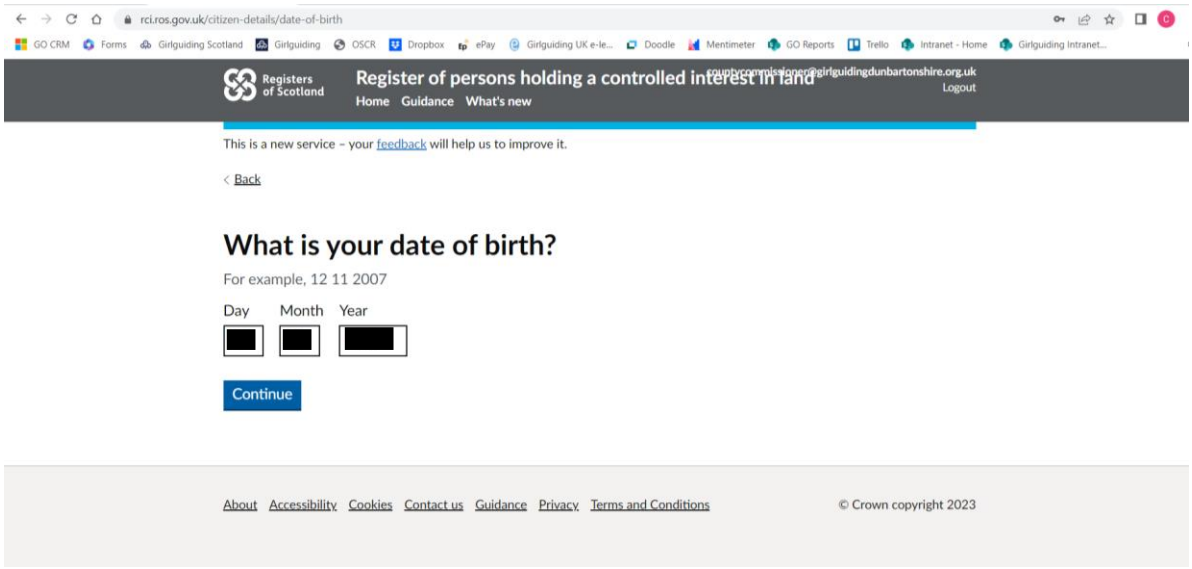


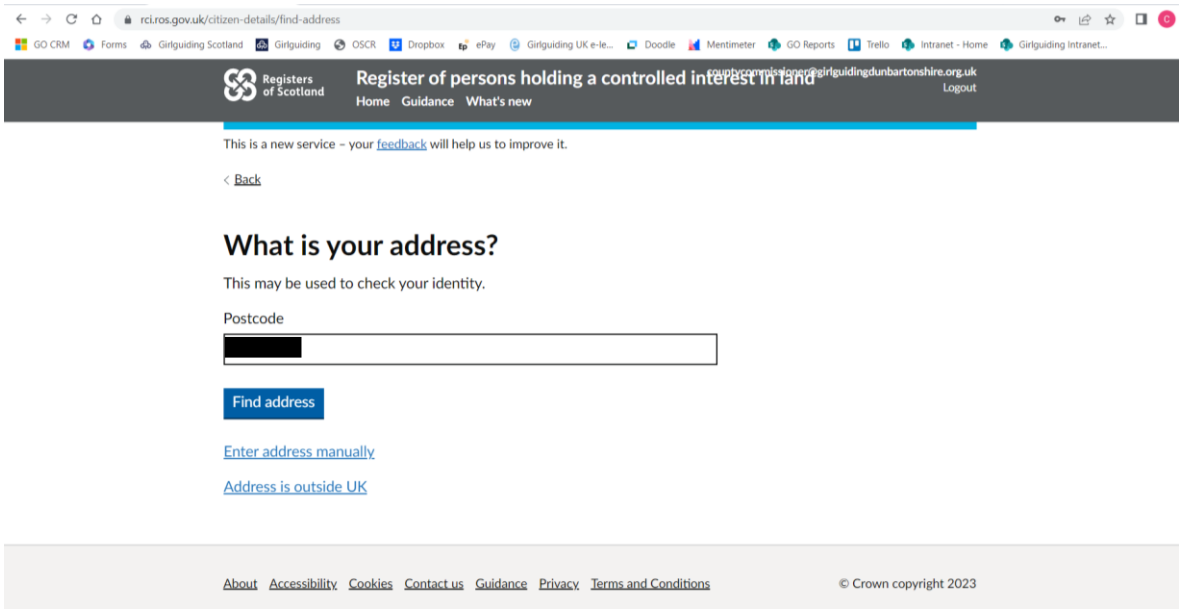
You will then be asked why you are creating an account, and you should select 'I am the recorded person':



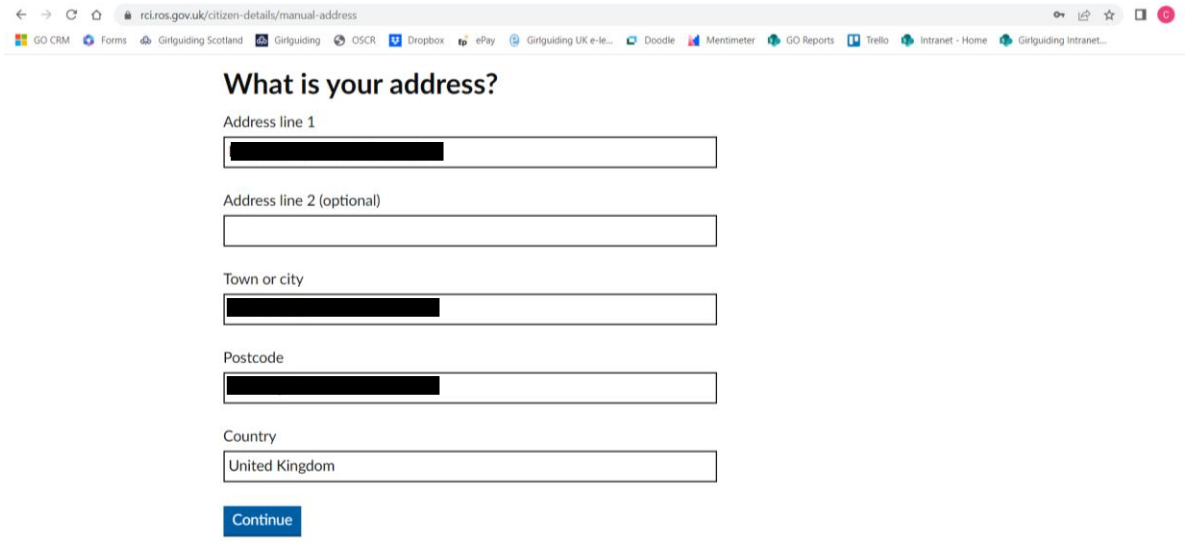
You will then register yourself, and enter your details over the next pages:



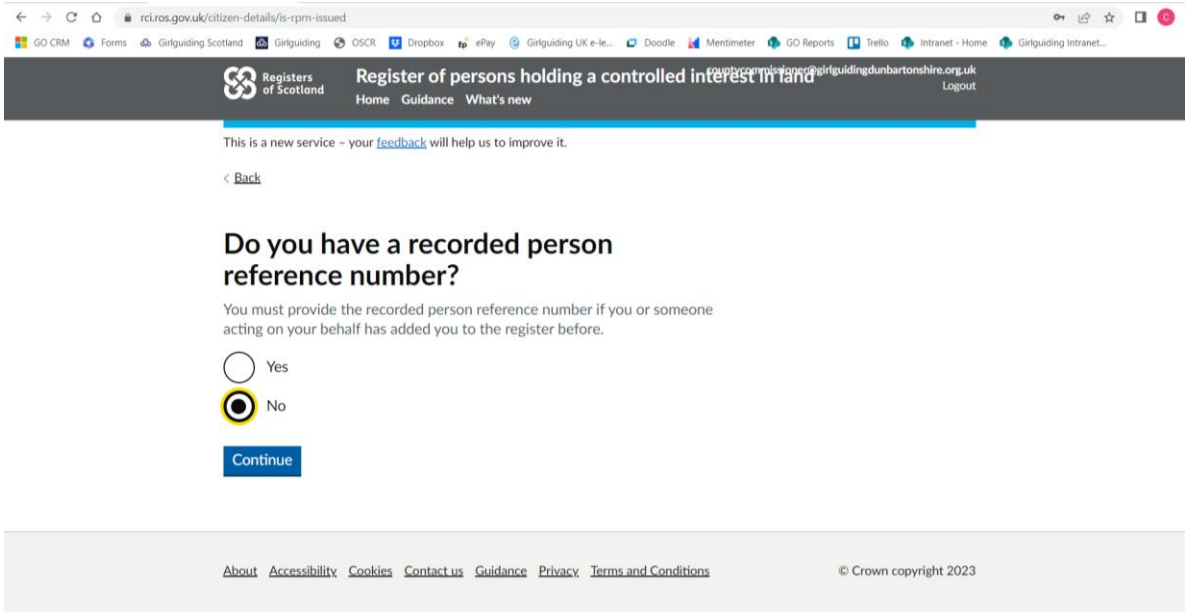




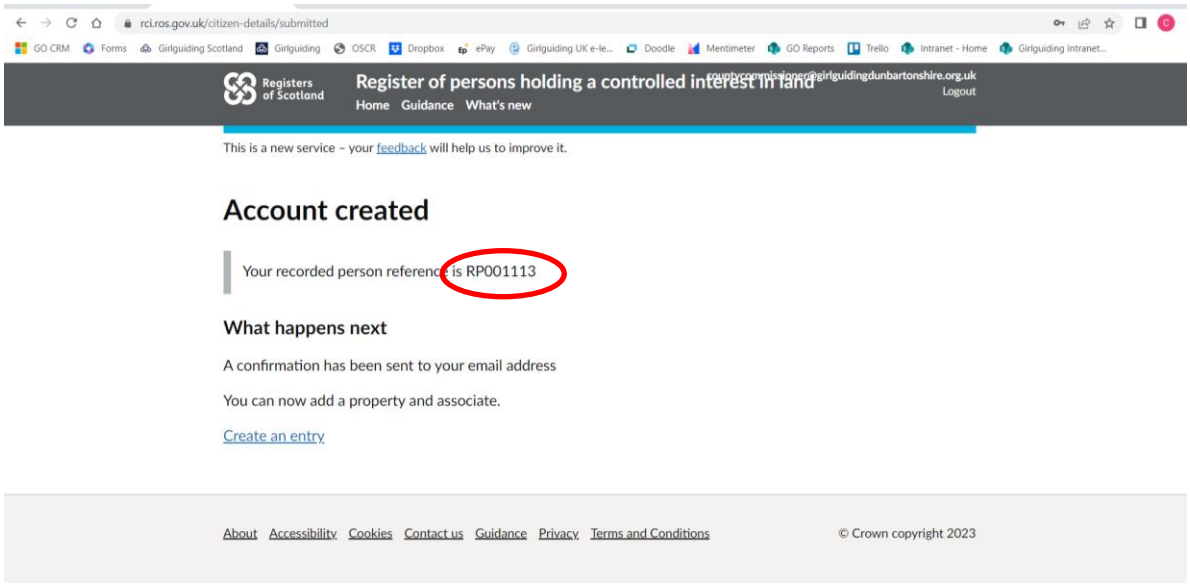
Please note that you should use your **home** address.



If you are registering for the first time you will need to request a recorded person number. Once you have this, you can use it to register for multiple properties if needed:

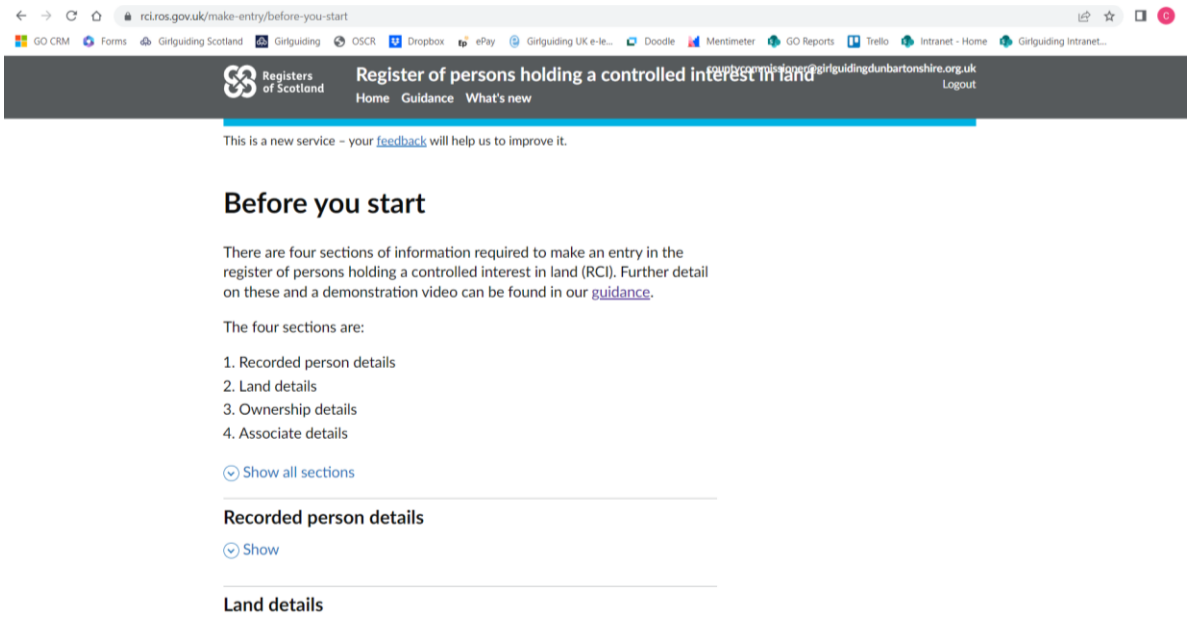


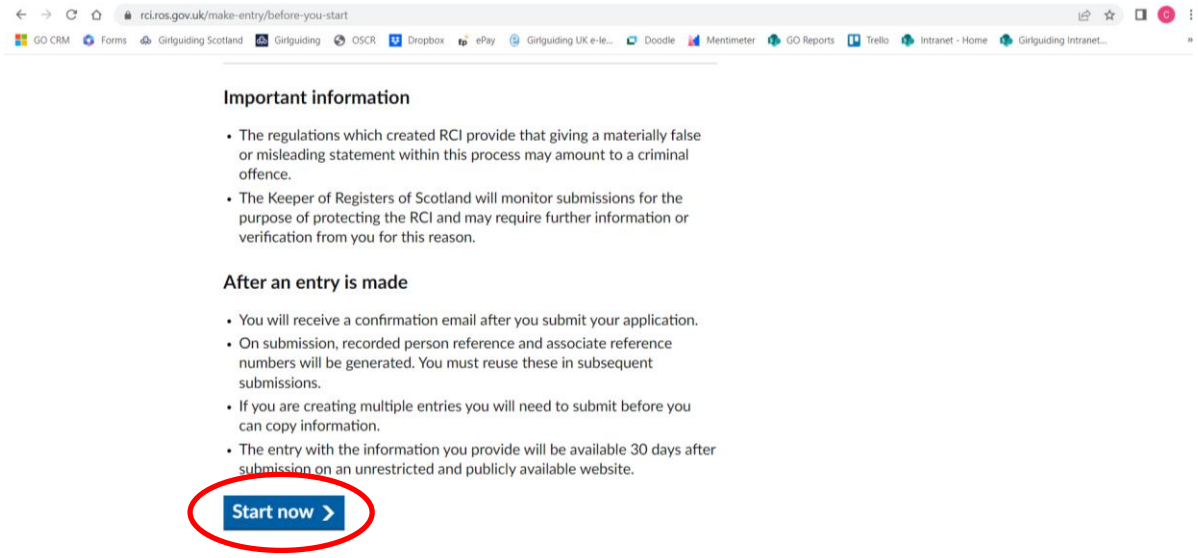
Your recorded person number will then be generated – **make a note of this.**



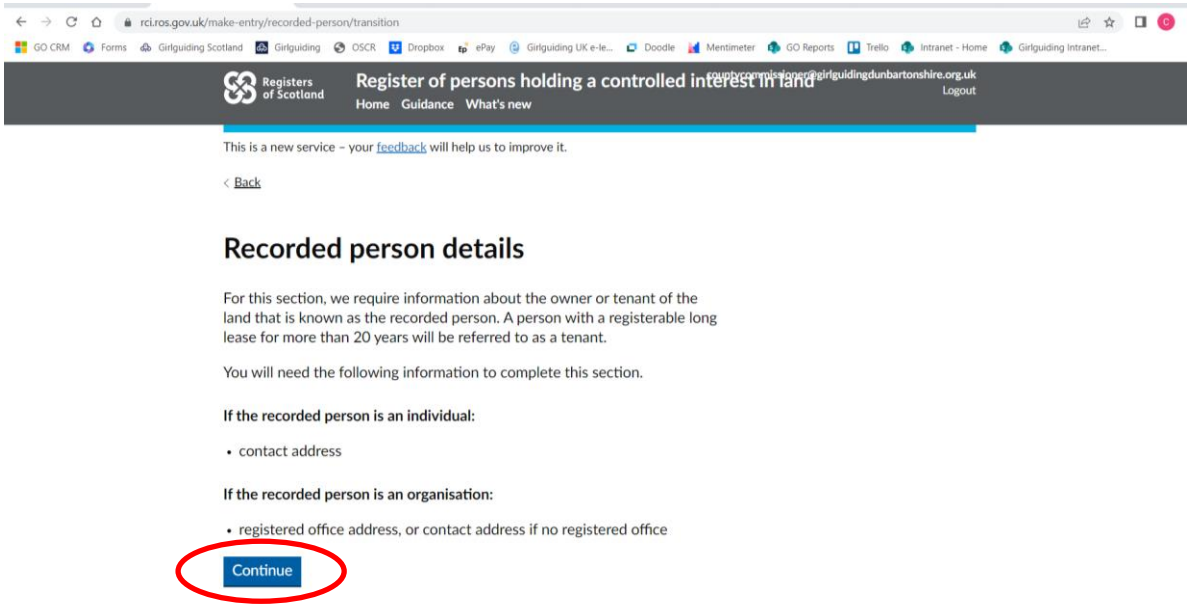
You have now created your recorded person account.

The next step is to register yourself as the recorded person for a particular property, scroll to the bottom of the page and click 'start now':



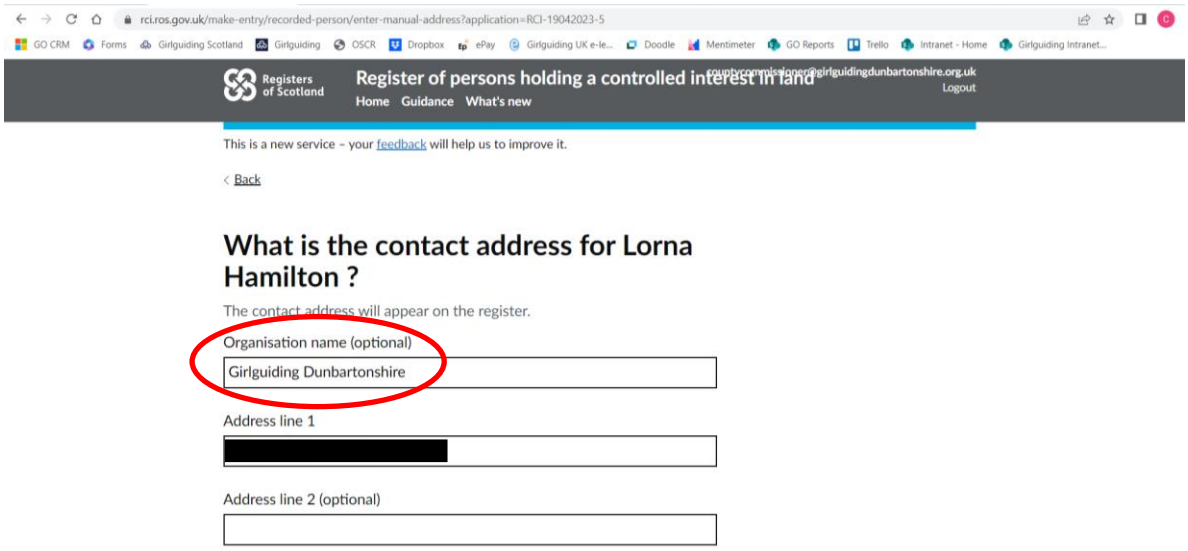


The first step is to add the recorded person details, click 'continue':

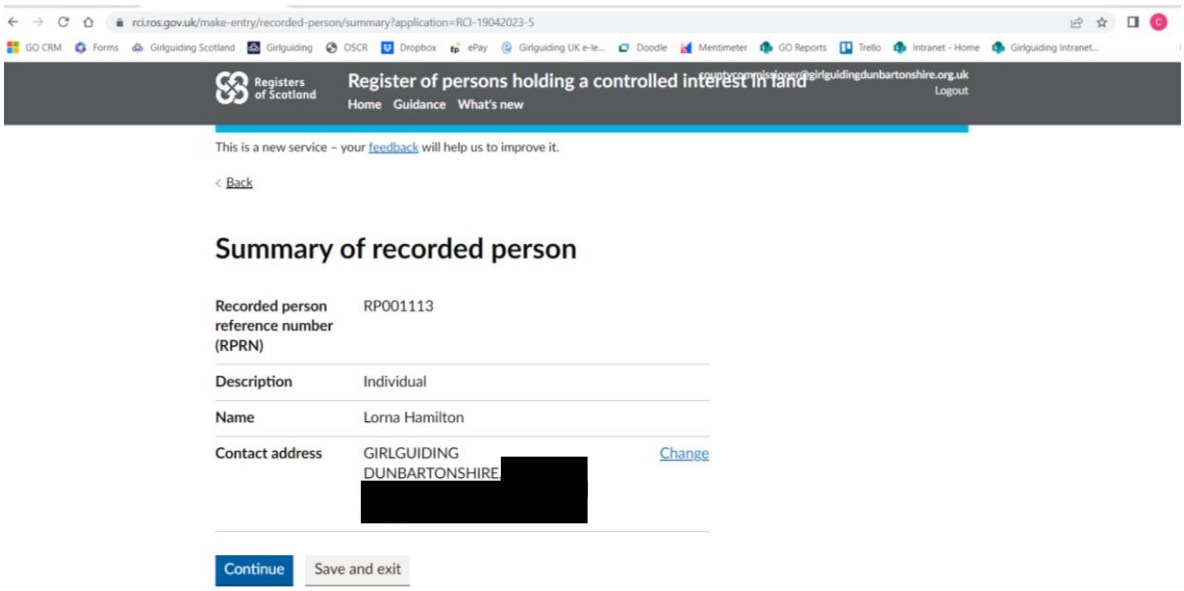


Then add in your address.

In the organisation name, please include the name of your county **(in the format: Girlguiding Dunbartonshire),** but use your home address:

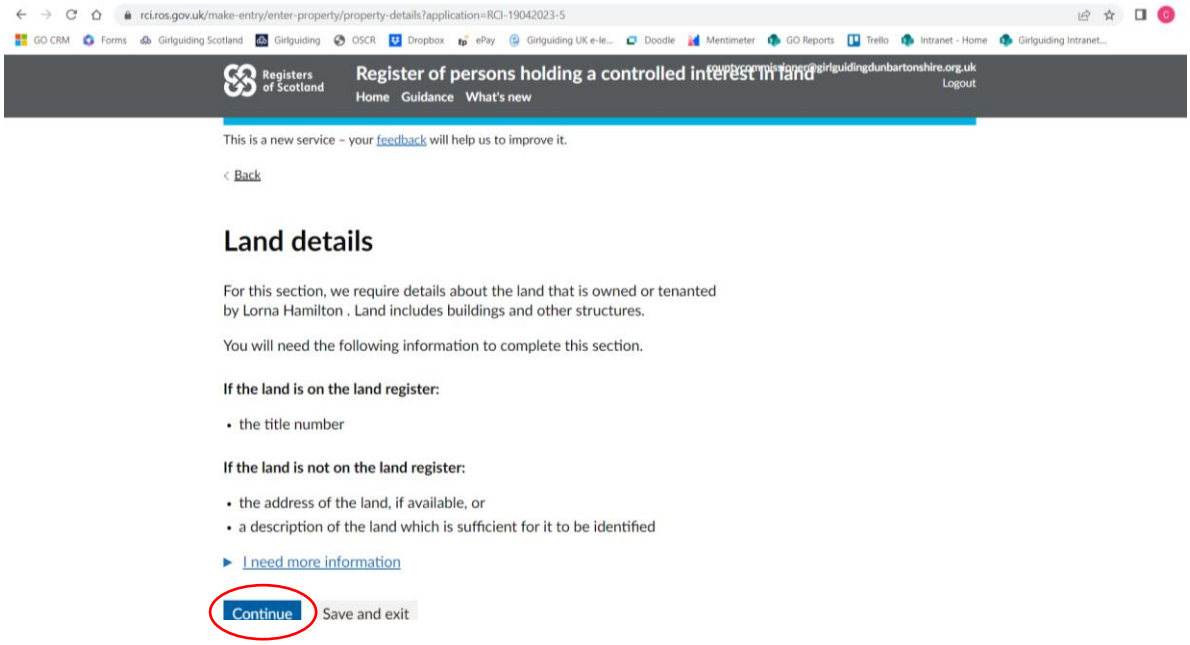


The next screen will show a summary of the recorded person:



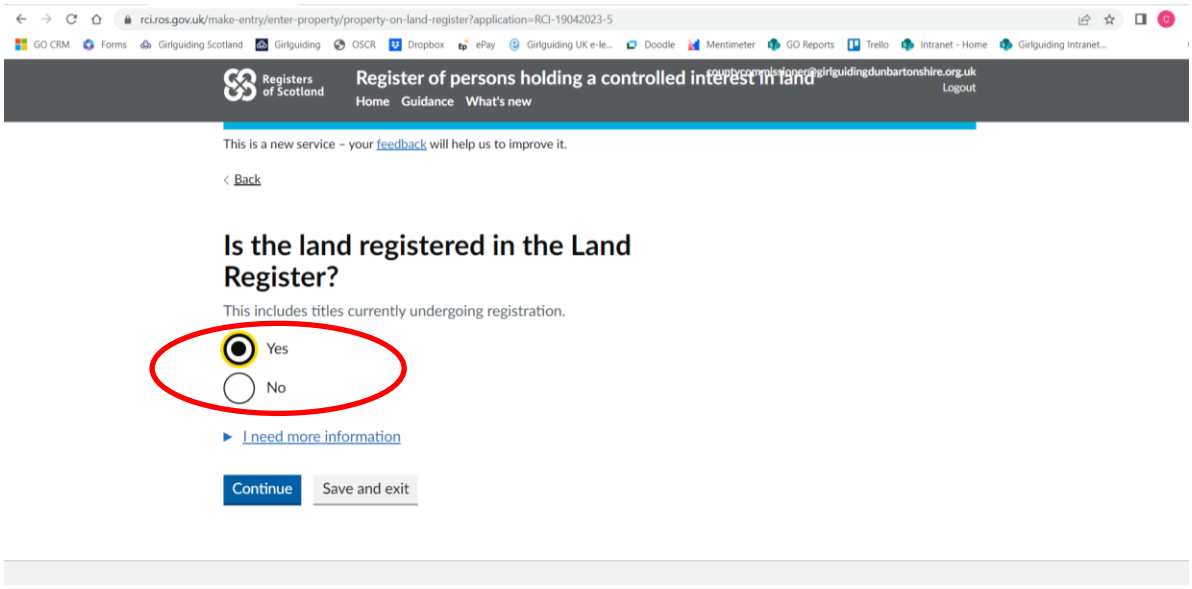
You will then be required to complete details of the property that is being registered. If the land appears on the land register you will need the title number, if it doesn't you will need the full address of the property.

Select 'Continue':

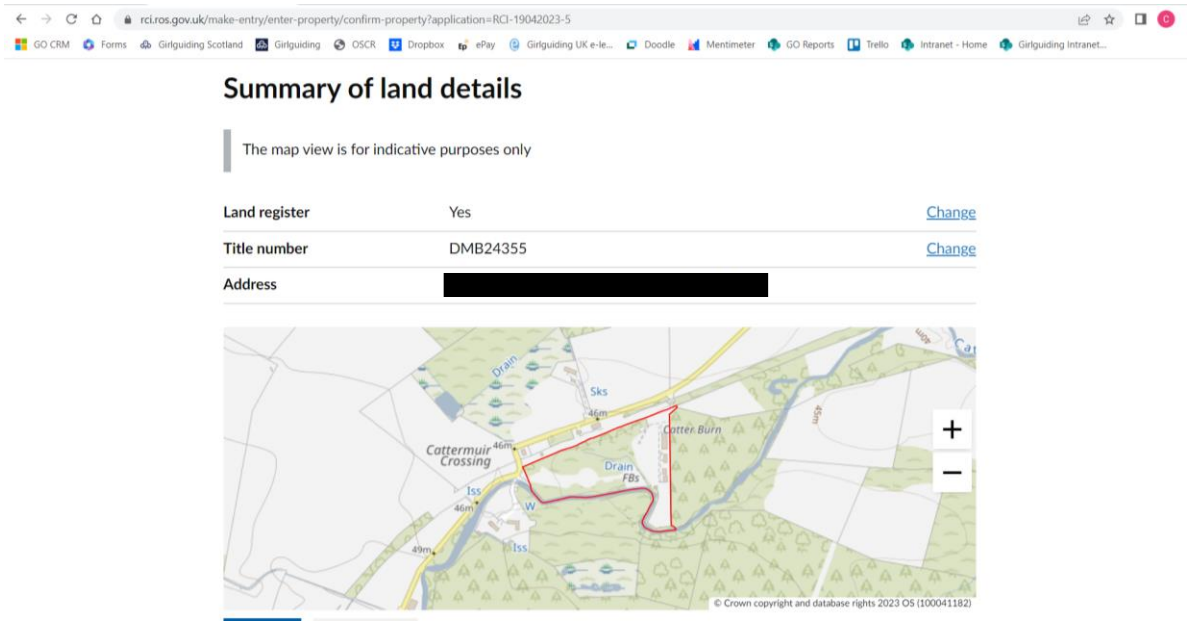


The following example shows the process if the property is on the land register. If your property does not appear on the land register, please go to page 13.

Select yes:

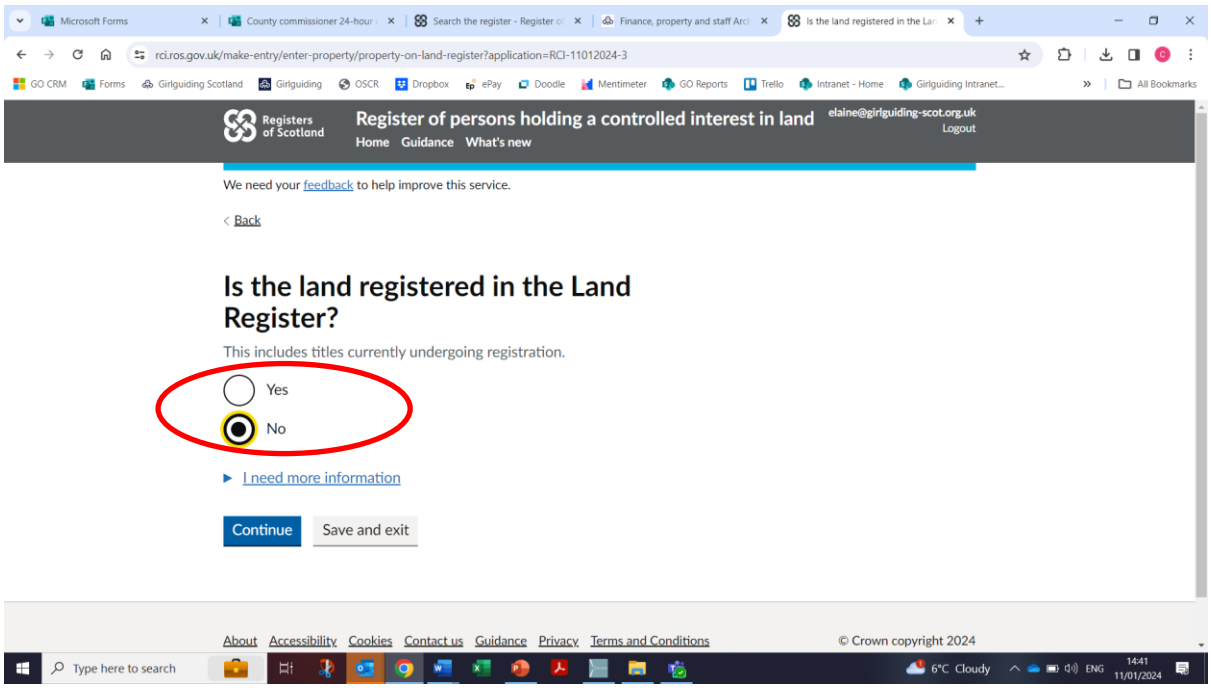


You will then be asked to enter the title number. You will then be shown the property details, check that these are correct.



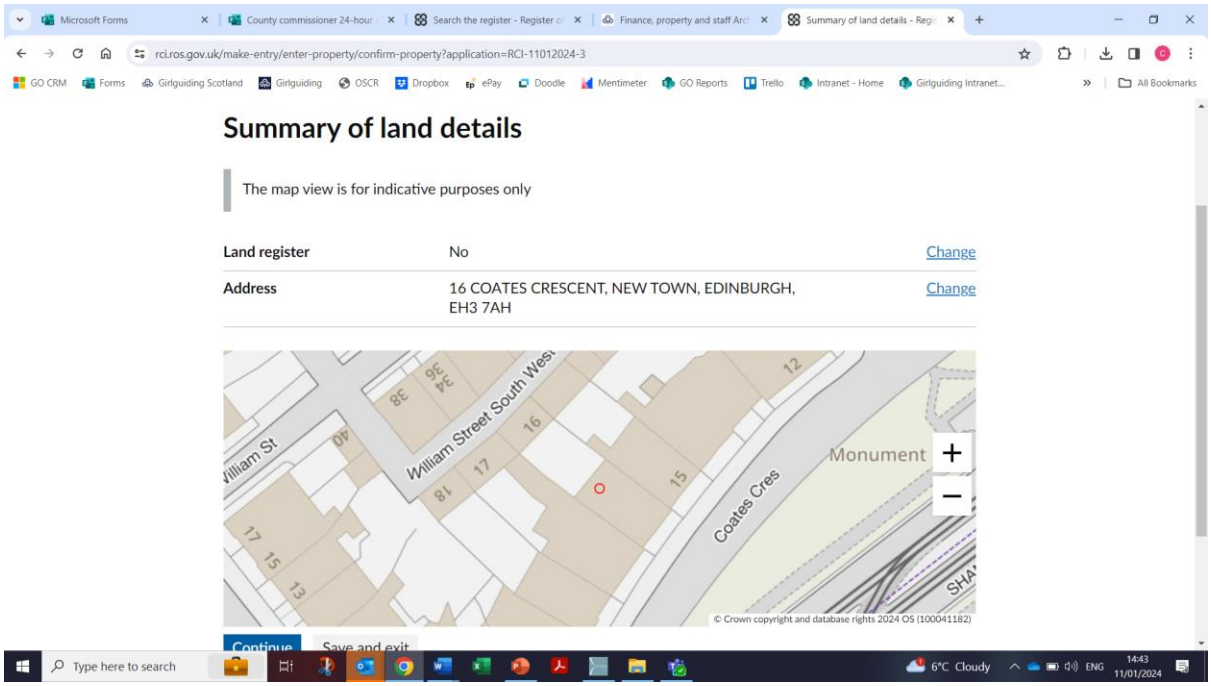
If the property does not appear on the land register

Select 'No', and then 'Continue'.



You will then be asked to enter the postcode of the property, and select the address form a dropdown list.

When you have done this, you will be shown a map of the property:

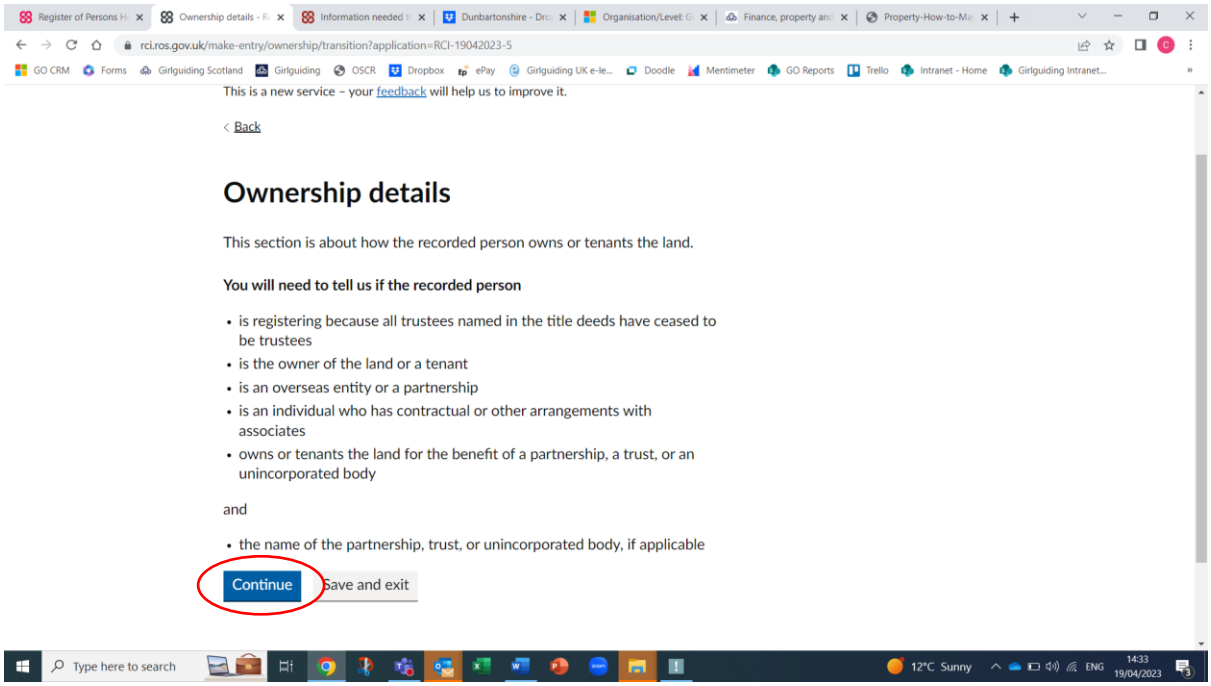


Check that this is correct, and then select 'Continue'.

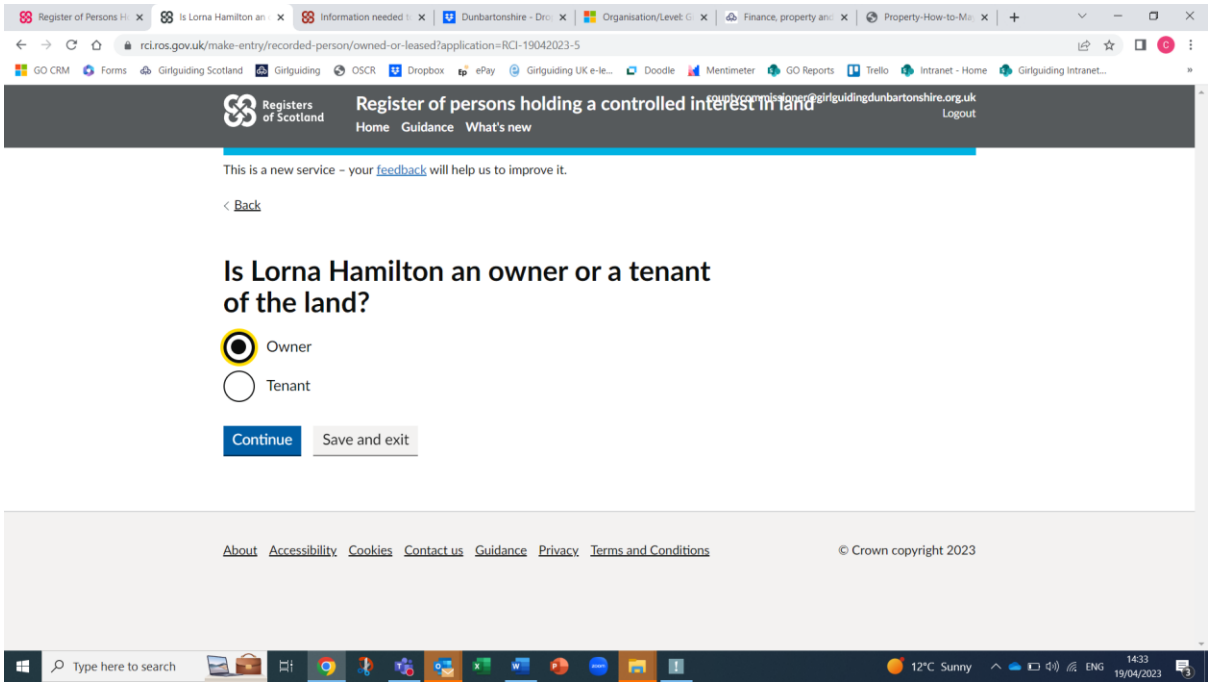
For all properties, the next steps are the same

You will then be asked why the property is being registered. This is because if a property is registered on the Land Register and all of the details are up to date, it does not need to be registered with RCI. Fully up to date includes that the property trustee information is correct and included in the Land Register. We know that for the vast majority of guiding properties this is not the case, primarily due to the age and length of ownership of the property, and the change over of most roles every 5 years.

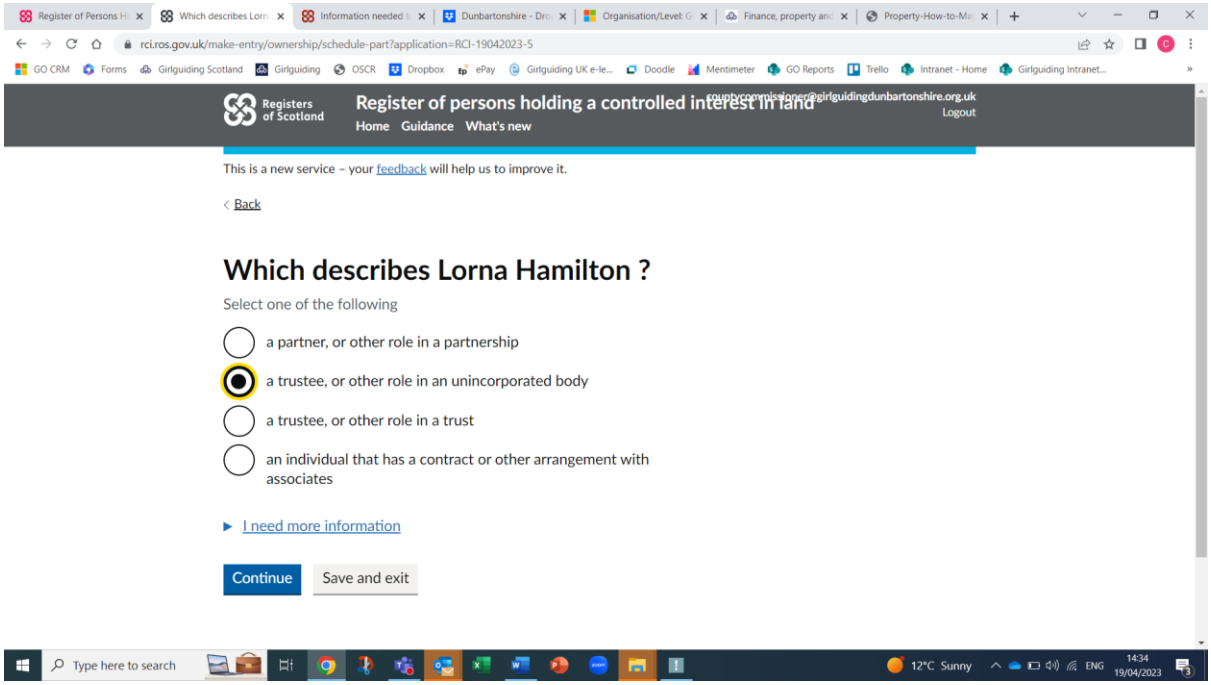
Declare this on the next screen by clicking continue.



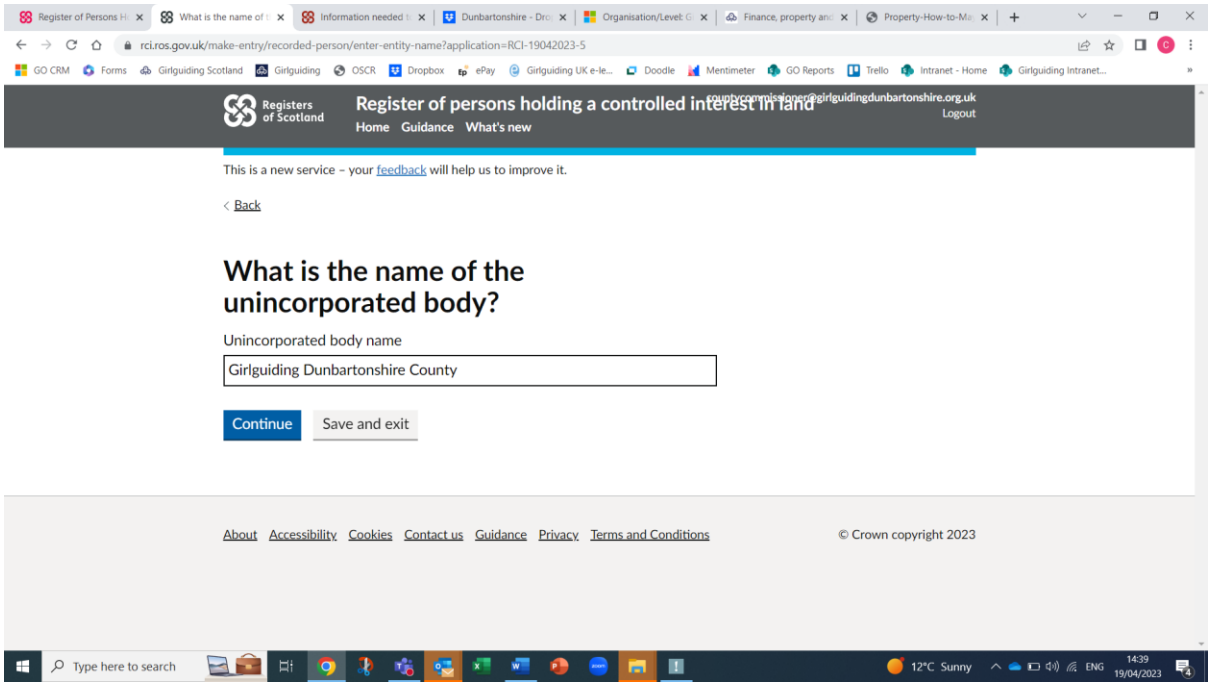
The next screen will ask if you are a tenant or an owner, if the property is owned by guiding, select 'owner'.



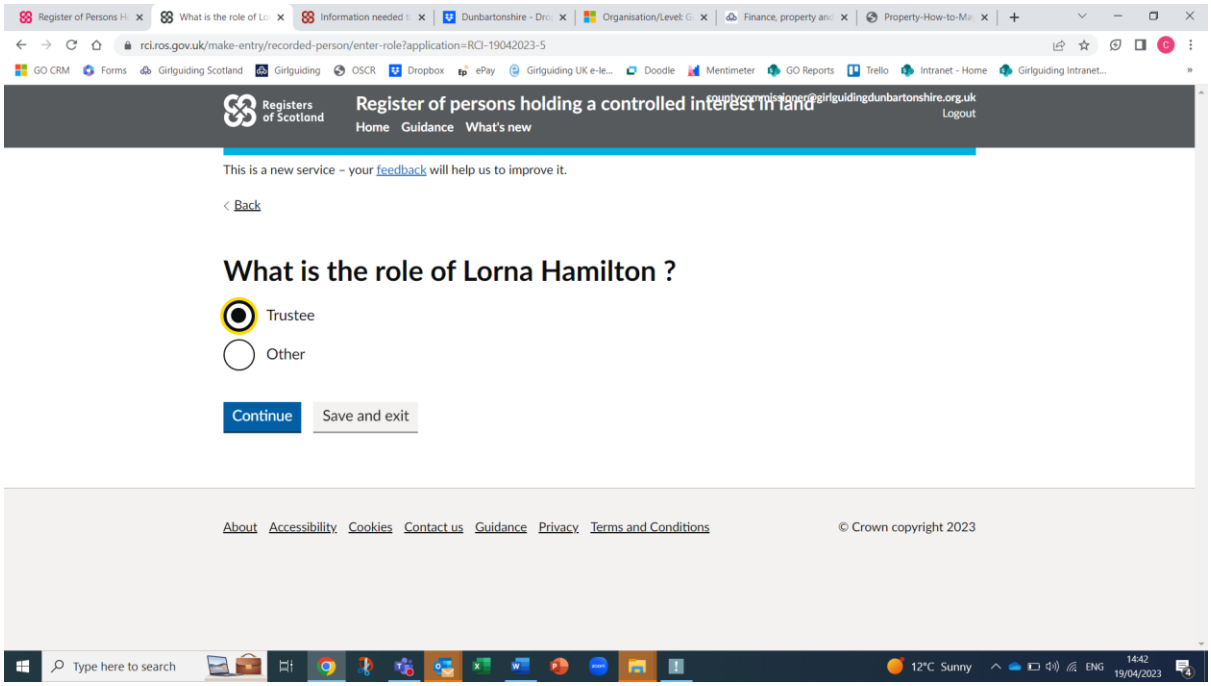
On the next screen select that the recorded person is: 'a trustee, or other role in an unincorporated body'.



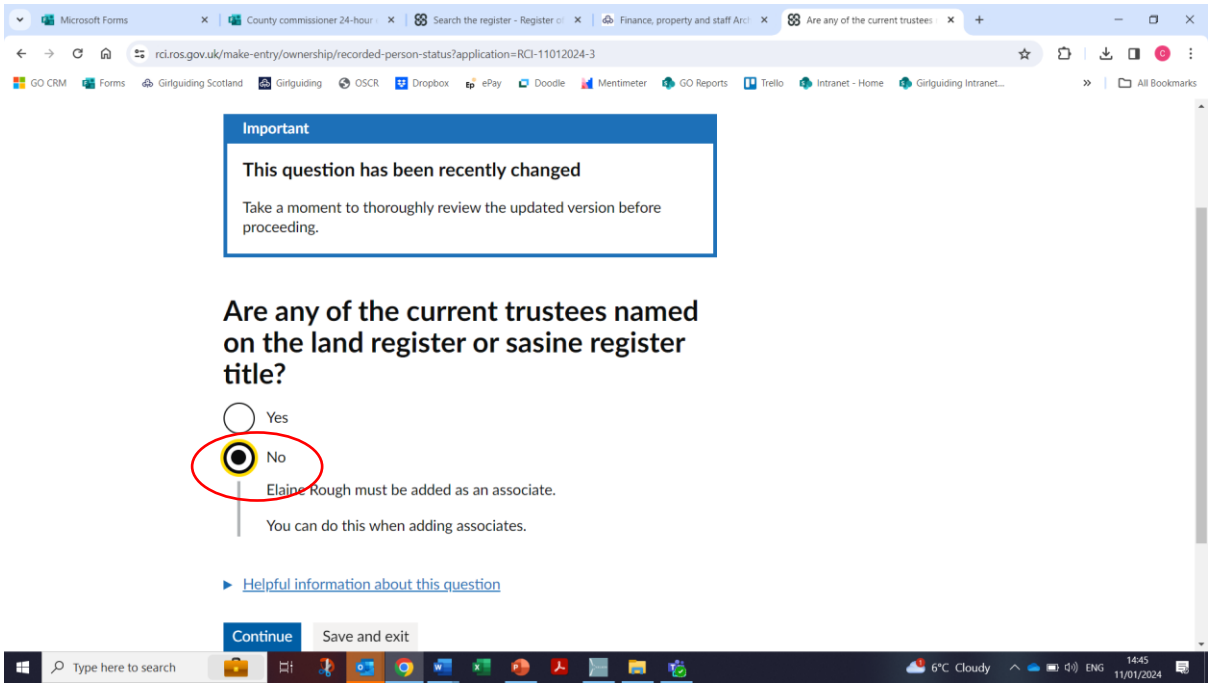
You will then be asked to enter the unincorporated body name, which should be the name of the county in the format**: Girlguiding Dumbartonshire County.**



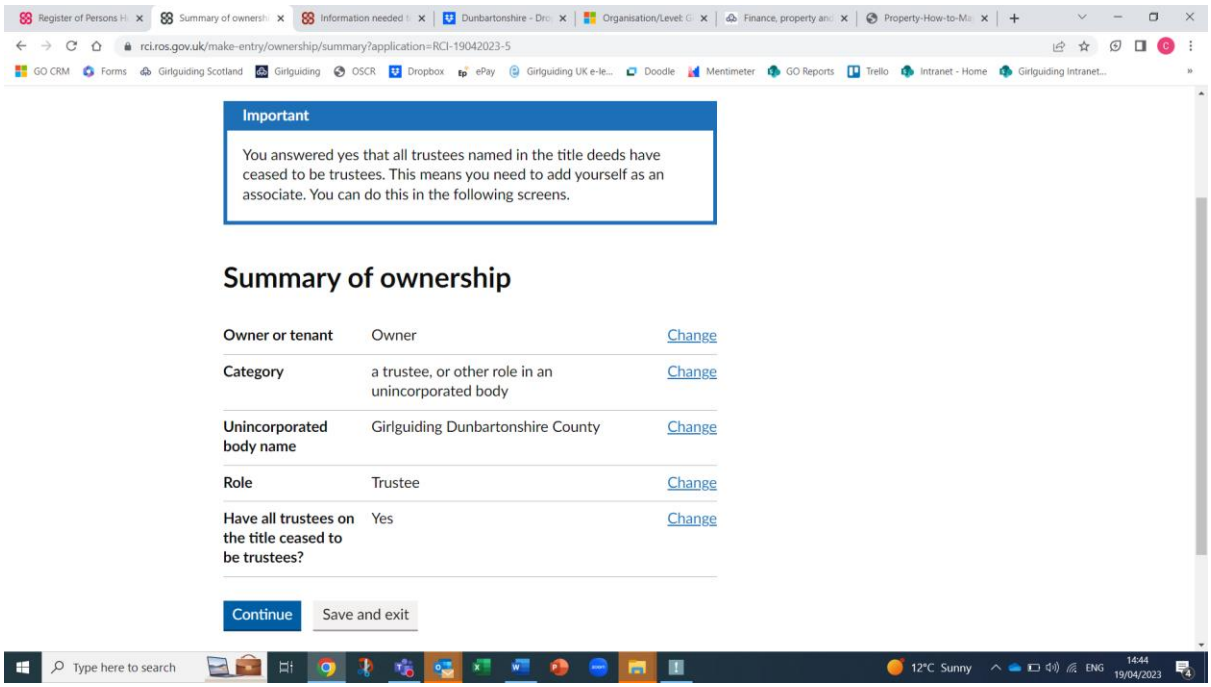
You will then be asked to clarify the role of the recorded person, in most cases this will be a 'trustee', other would be used if it was a paid member of staff that was being registered.



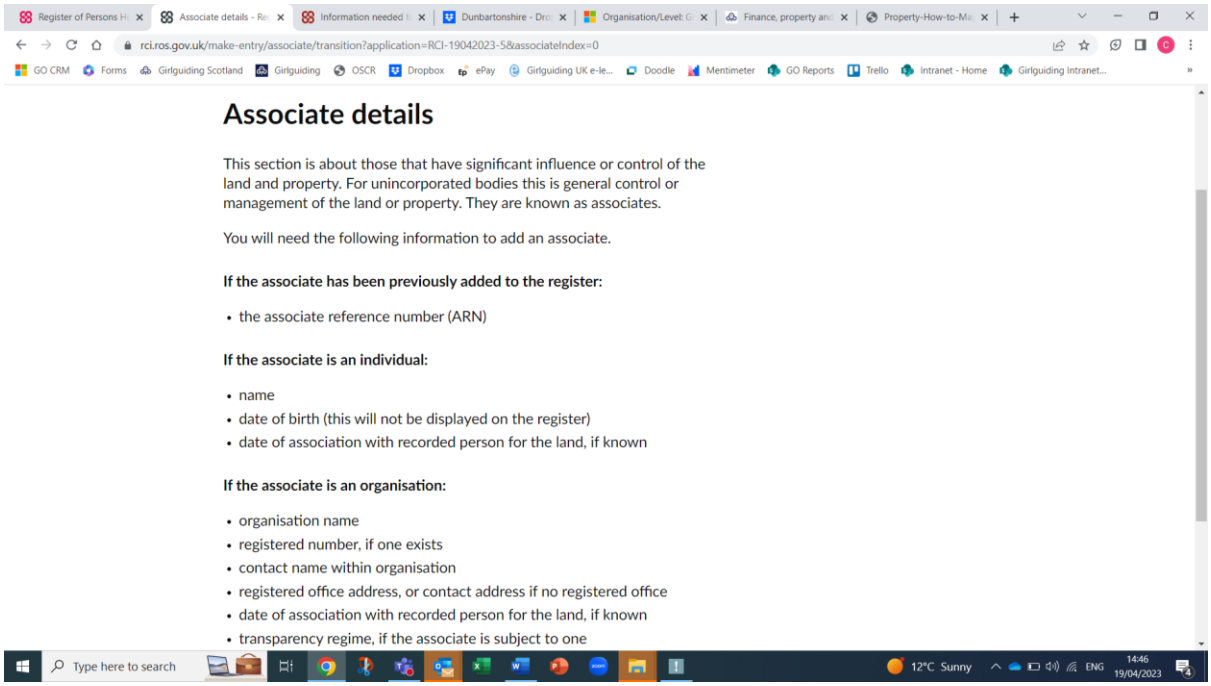
The next screen will ask you to clarify whether any of the current trustees are named on the Land Register or Register of Sasines; select 'no':



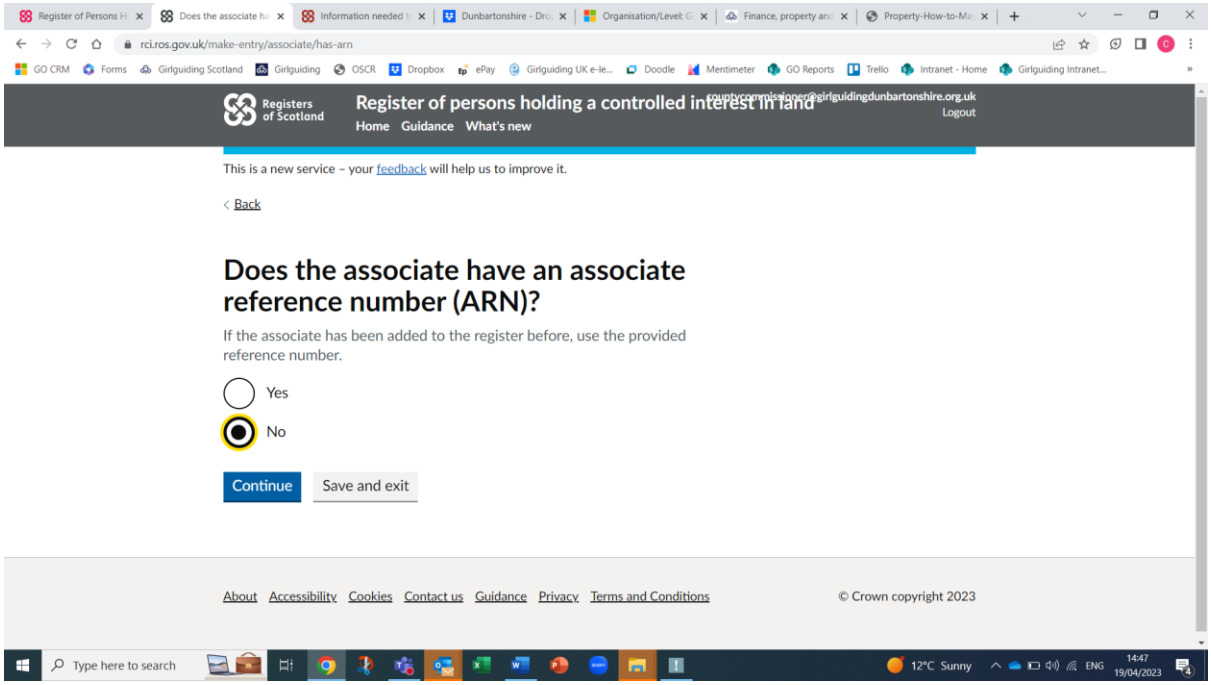
The next screen will show a summary of the last information entered. Check that this is correct.



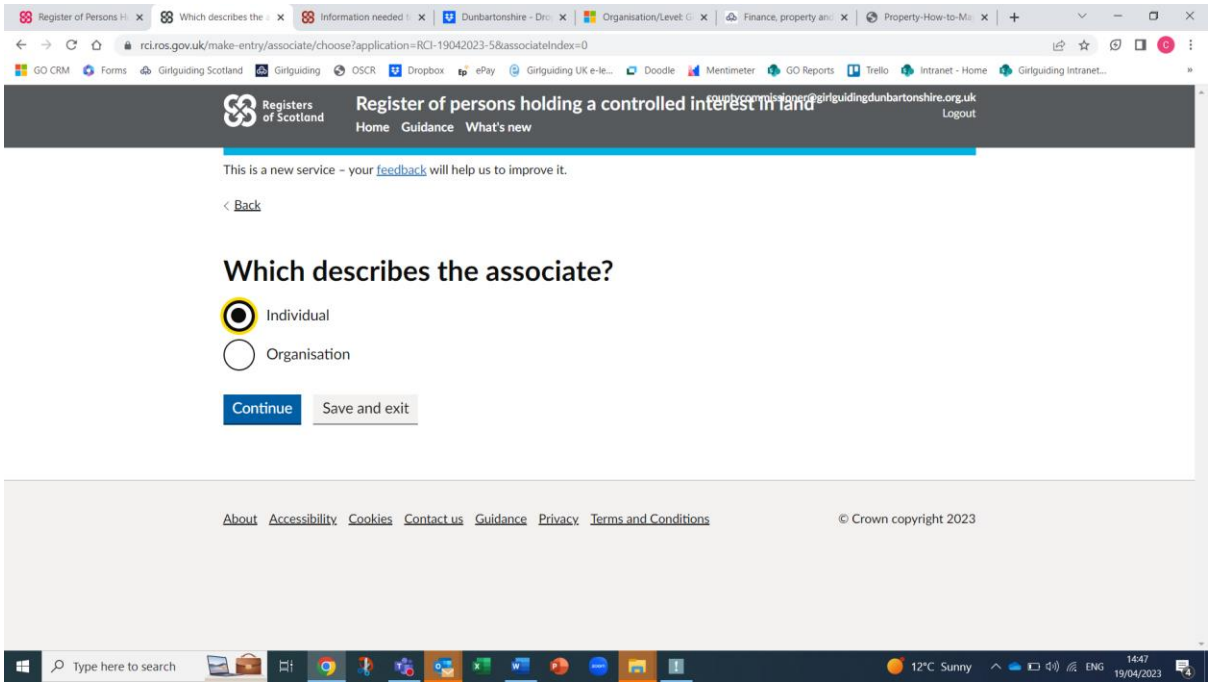
Once you have added the recorded person information, you will need to add the same person as an associate. This is because the 3 property trustees added as recorded persons, are also considered to be associates.



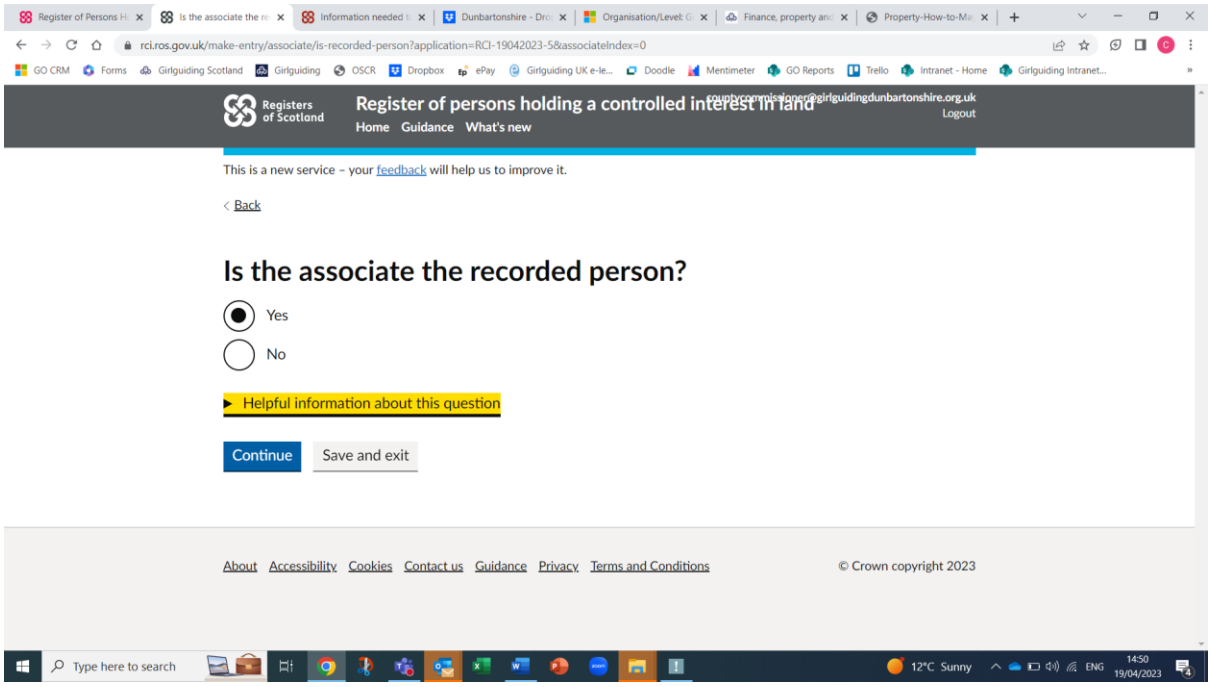
When you add someone for the first time as an associate you will need to select 'no' to whether they have an associate reference number (ARN). Once you have added them, if you require to add them as an associate again or for a different property, you can use the ARN, rather than add all of the personal detail again.



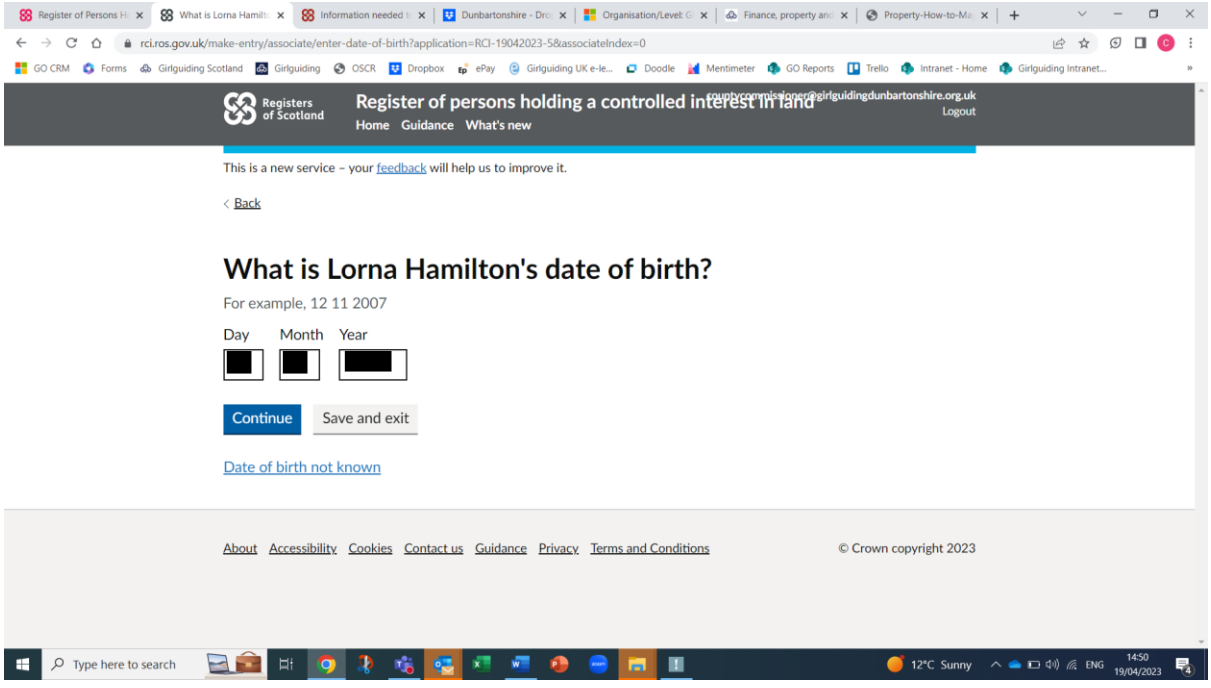
For guiding properties select individual, on the next screen.



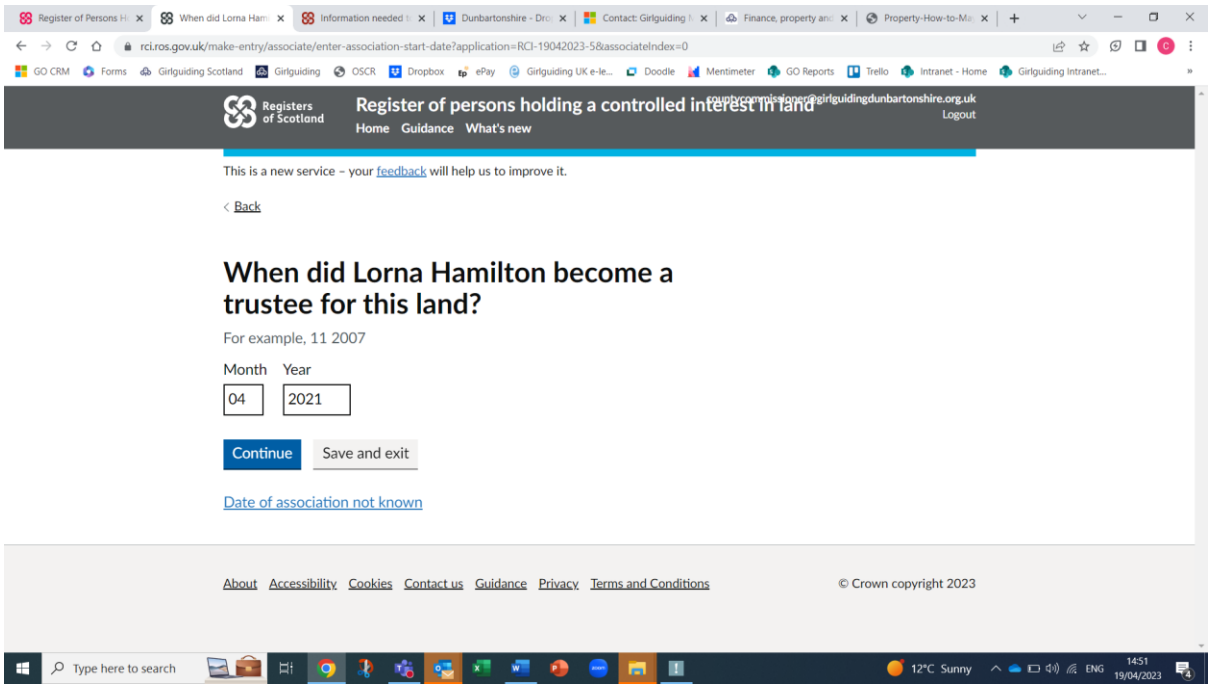
As you will have already registered the individual as a recorded person you should select 'yes'. In the case of guiding properties there shouldn't be anyone that is registered as an associate, but not a recorded person.



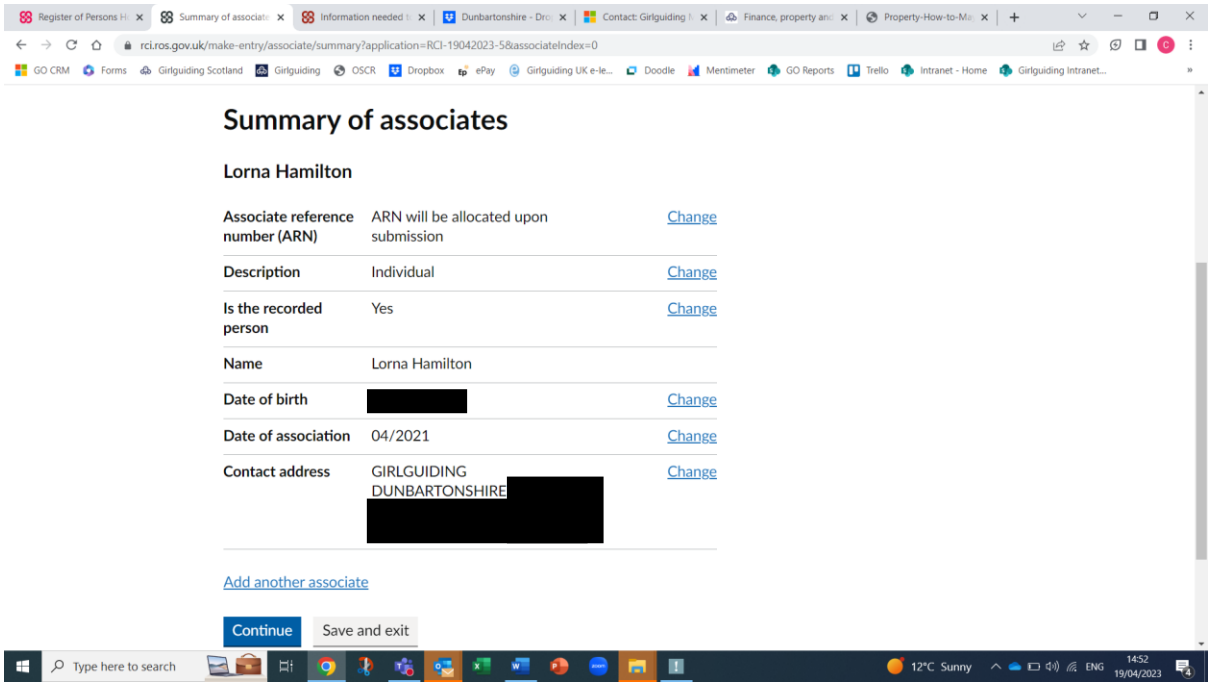
You will then be asked to enter the person's date of birth:



It will then ask when the recorded person became a trustee. This should be the date of their appointment to their role with guiding, that makes them a property trustee (as in the date they became county commissioner, treasurer etc.).

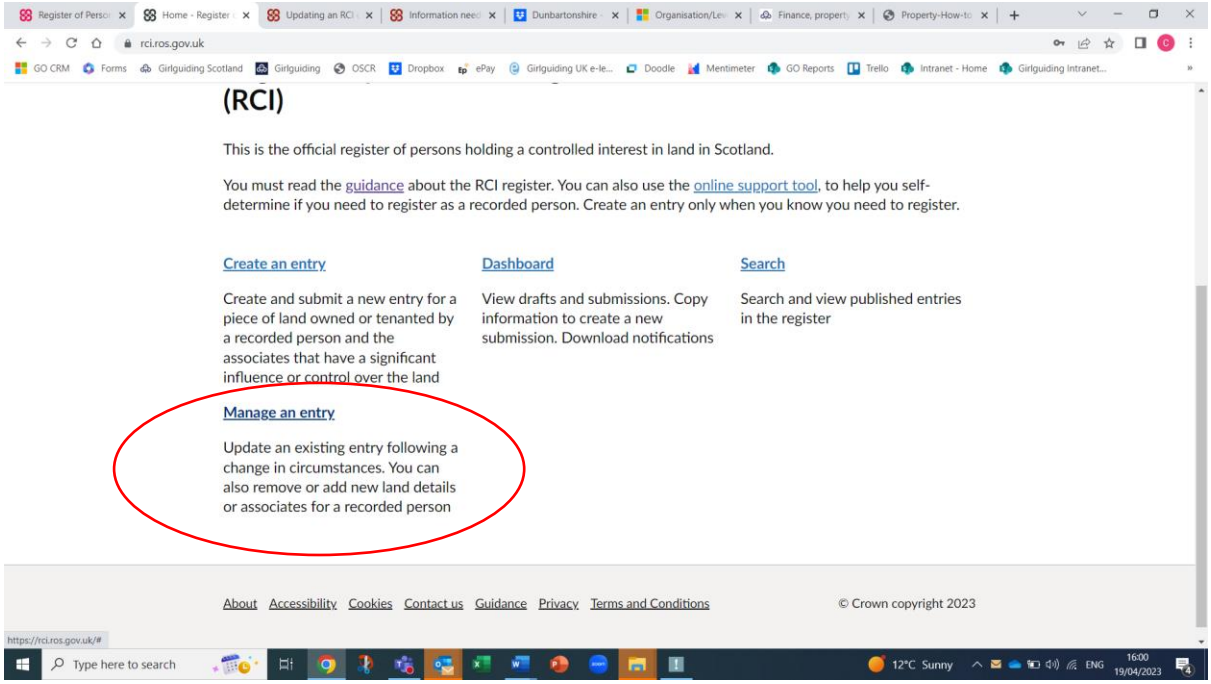


You will then see a summary of the associate information that has been entered., check that this is correct.



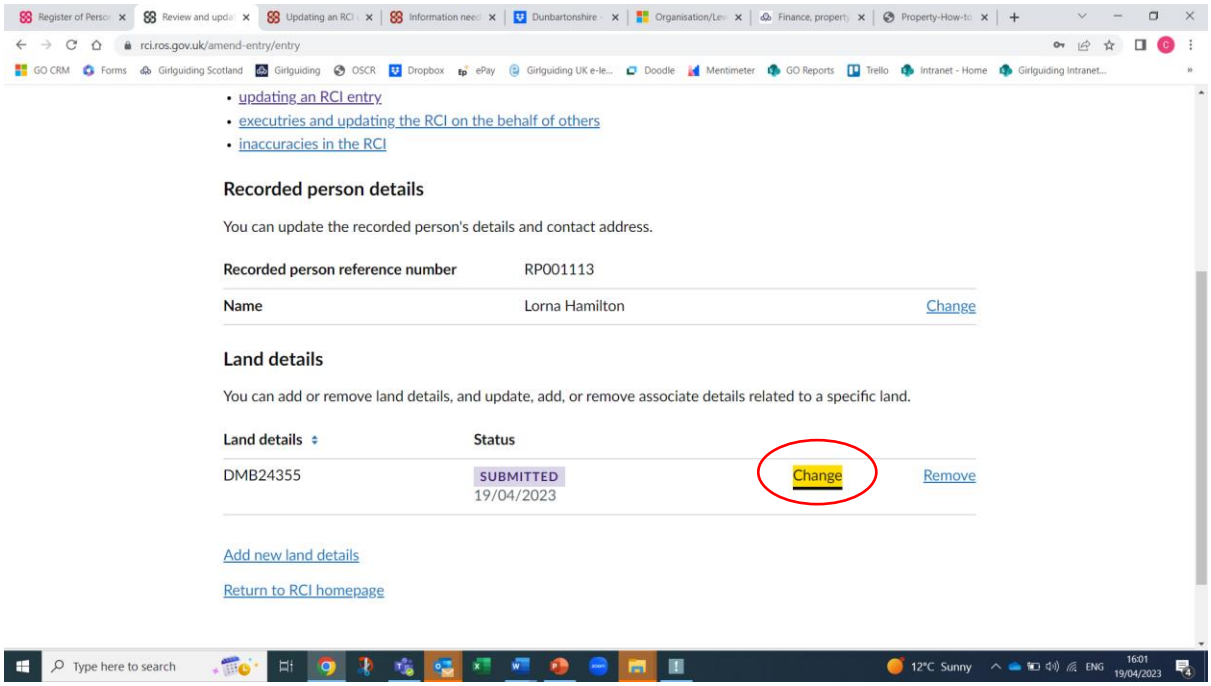
To add an associate who already has an ARN

From the home screen click on 'manage an entry'.

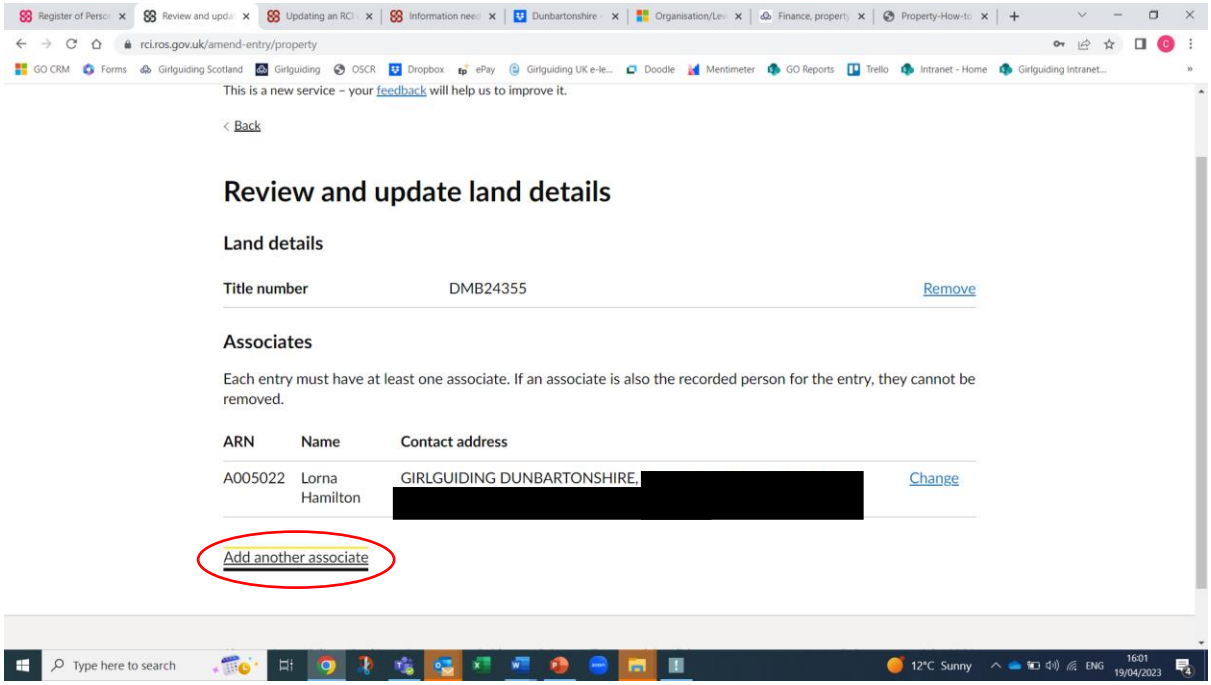


Then select the property that you want to add the associate to.

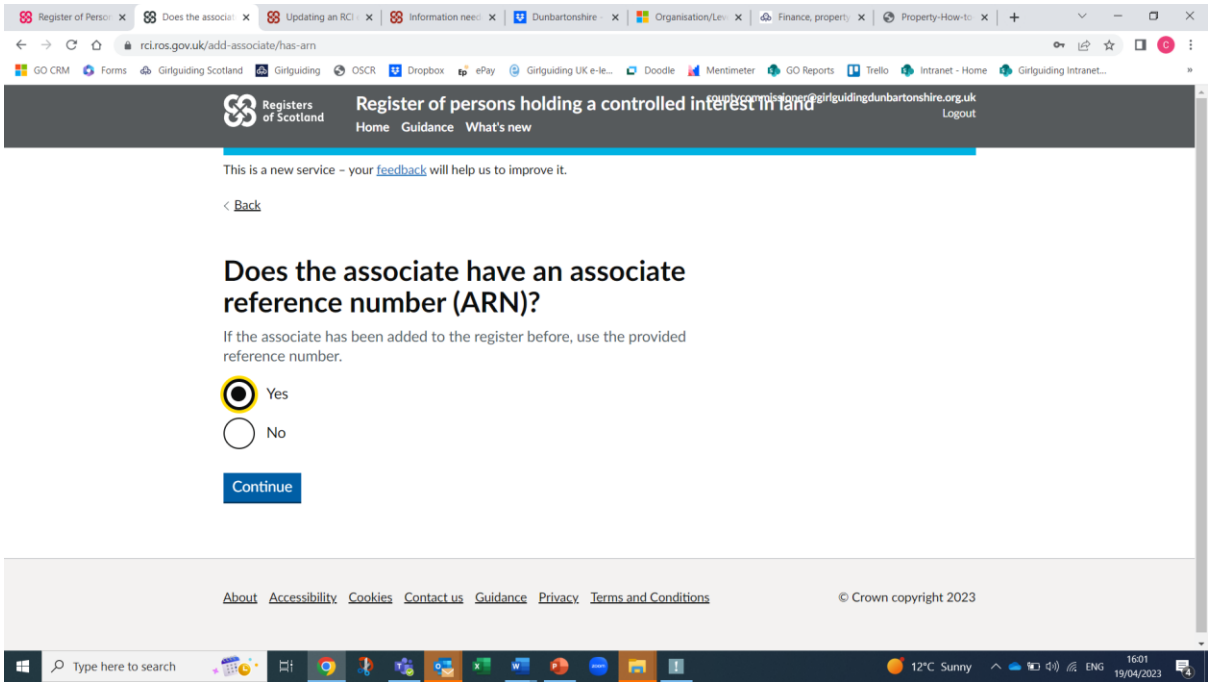
Click on ‘change’ next to the land details.



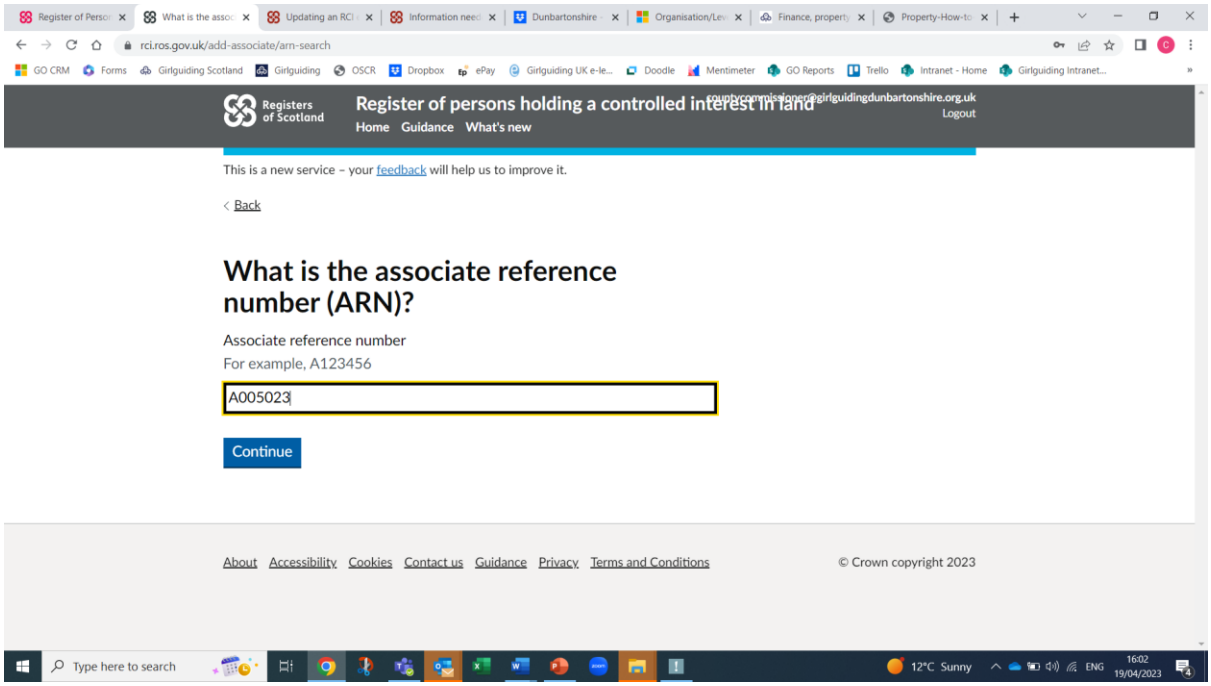
This will then take you to a page which allows you to review and update land details, on this page select ‘add another associate’.



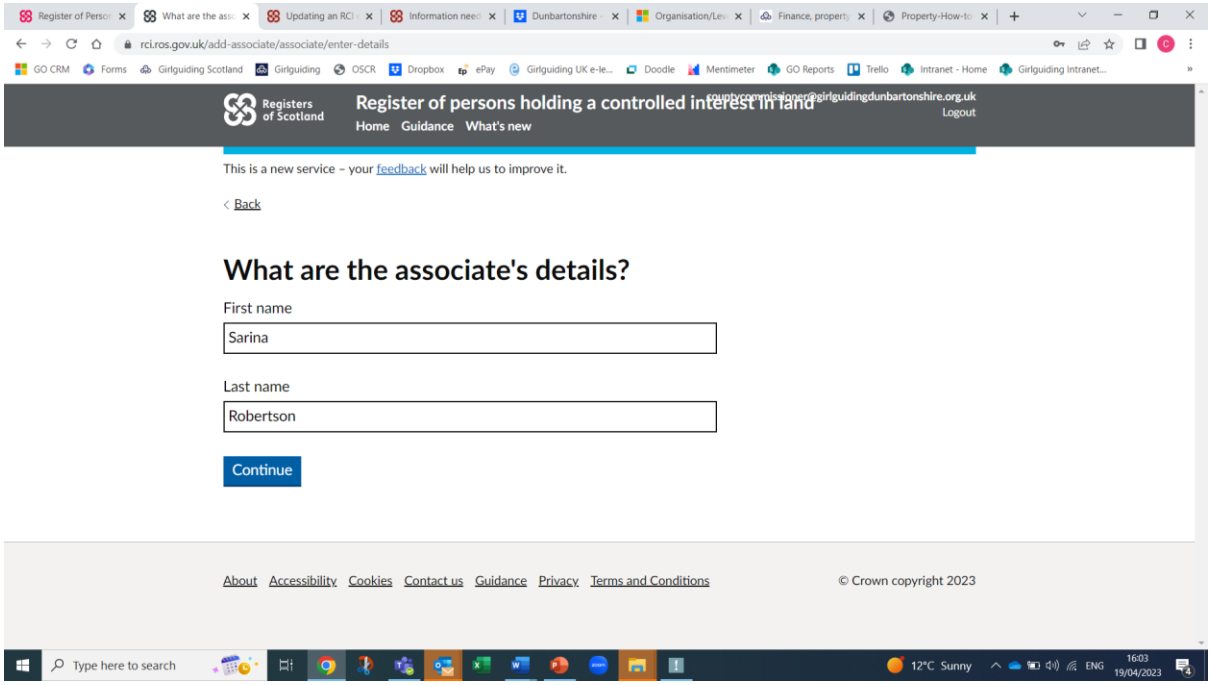
This will take you to the following screen where you should select 'yes'

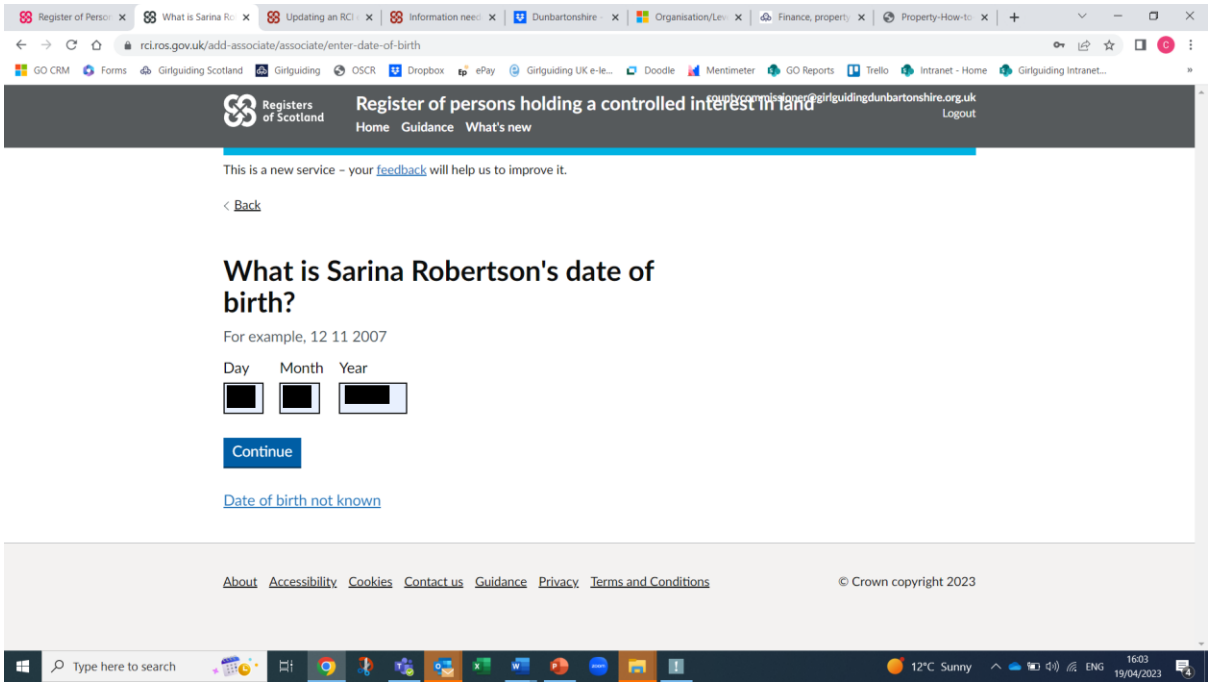


You can then enter the ARN, and select 'Continue'.



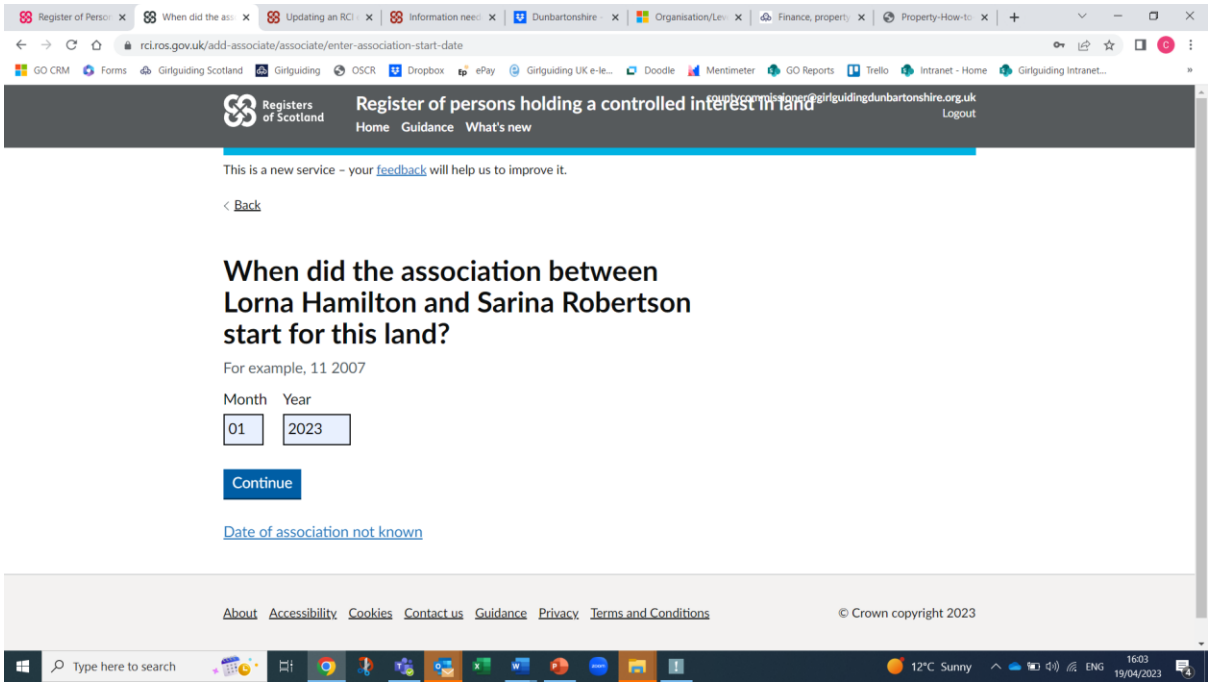
You will be asked to complete some personal information about the associate including their full name and date of birth:



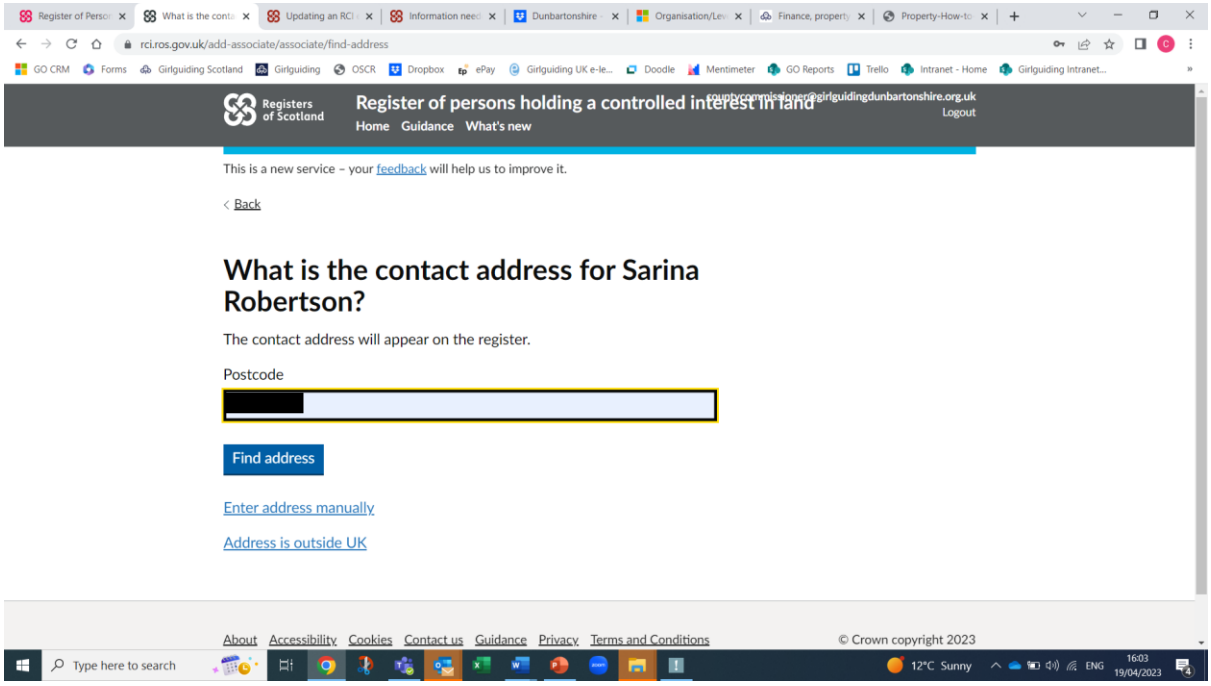


You will then be asked to enter when their association began. This would be the date that the second person took over their role.

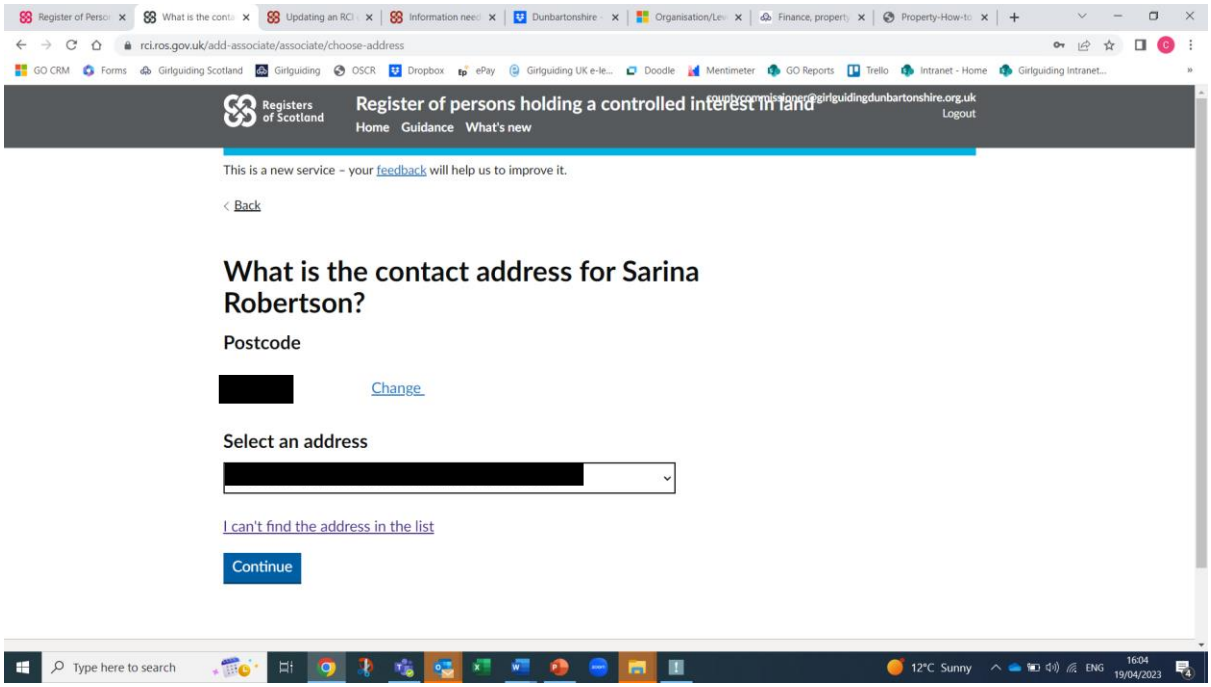
For example: if a county commissioner took over on 1 March 2023 and the treasurer joined on 1 May 2023, their association started on 1 May 2023.



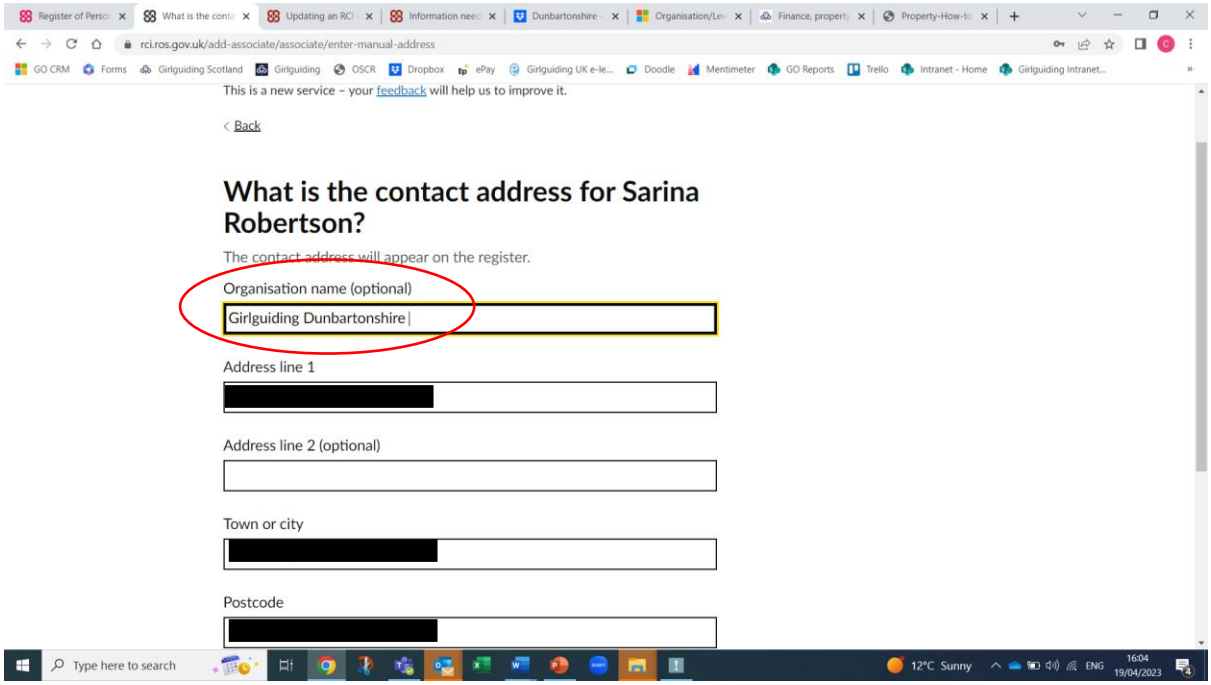
You will then be asked to add the associate's address using postcode look up:



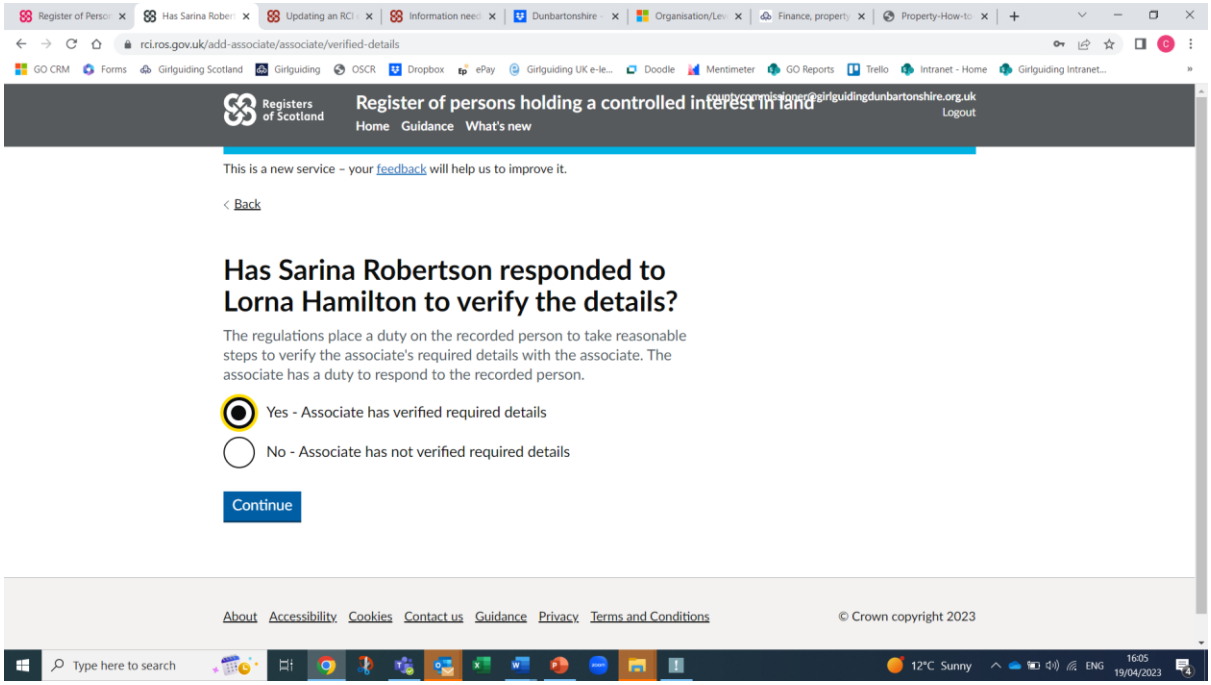
Then select the correct address from the list:



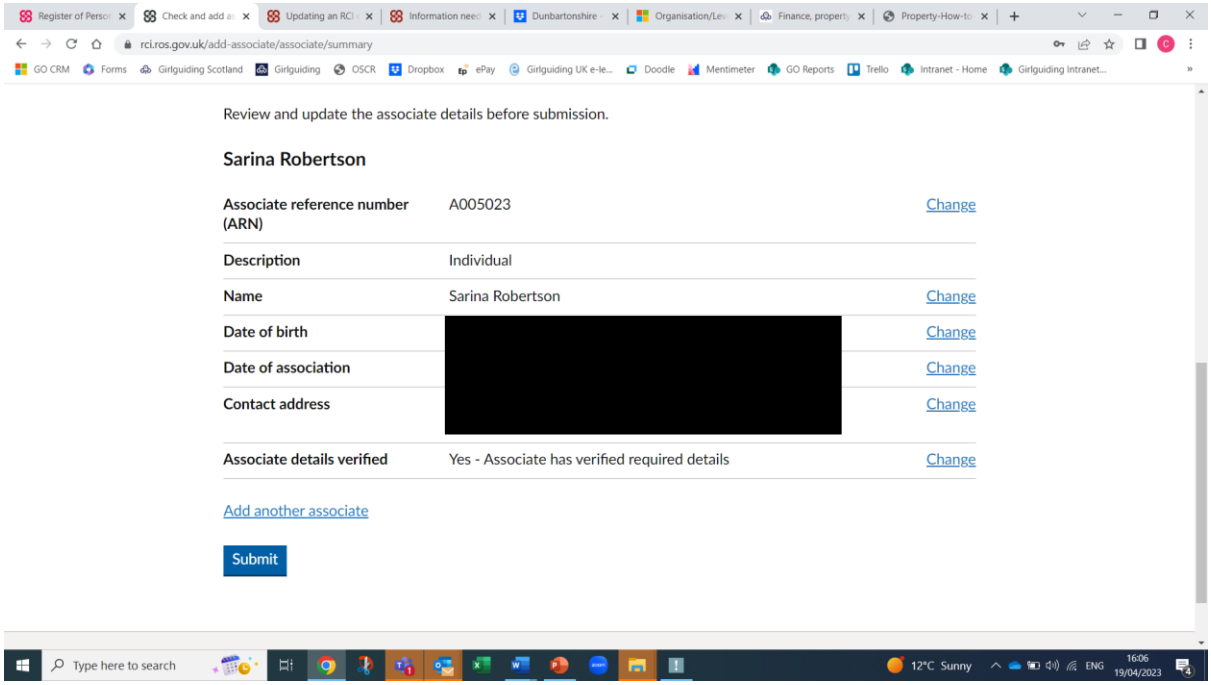
When the screen asks you to confirm the contact address, add in the name of the county **(in the format: Girlguiding Dumbartonshire)** into the organisation name.



You will then be asked to confirm that the associate has verified that the information supplied:

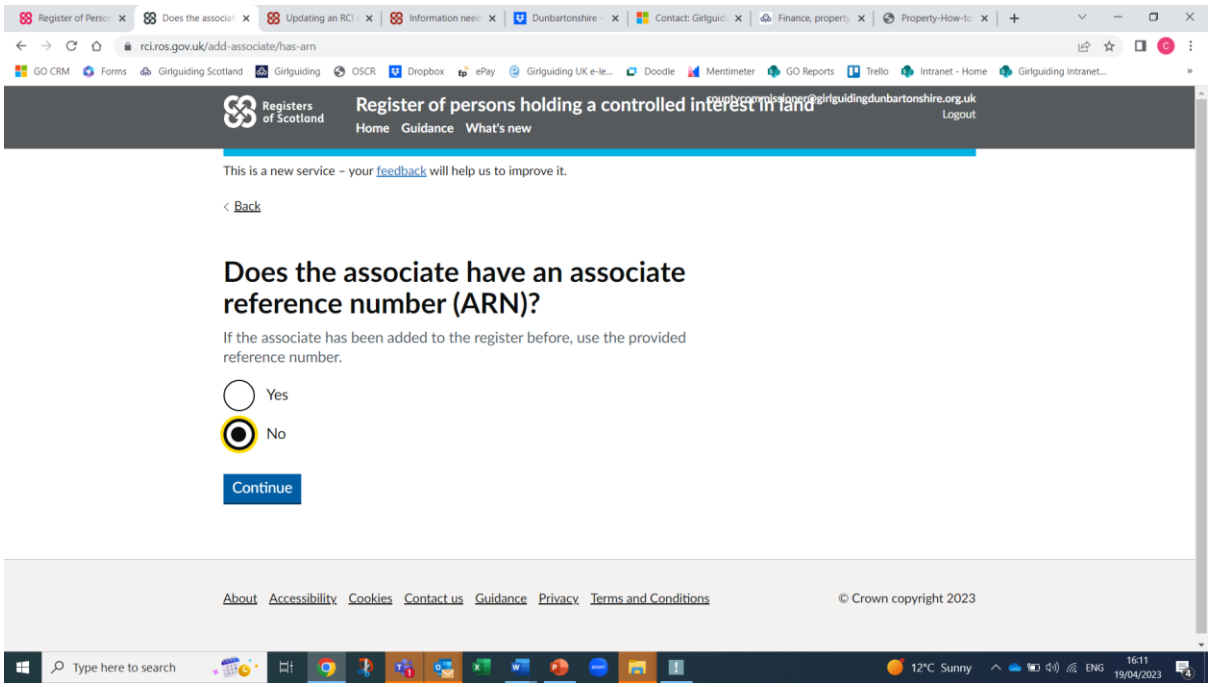


The next screen will show a summary of the information entered which you should check.

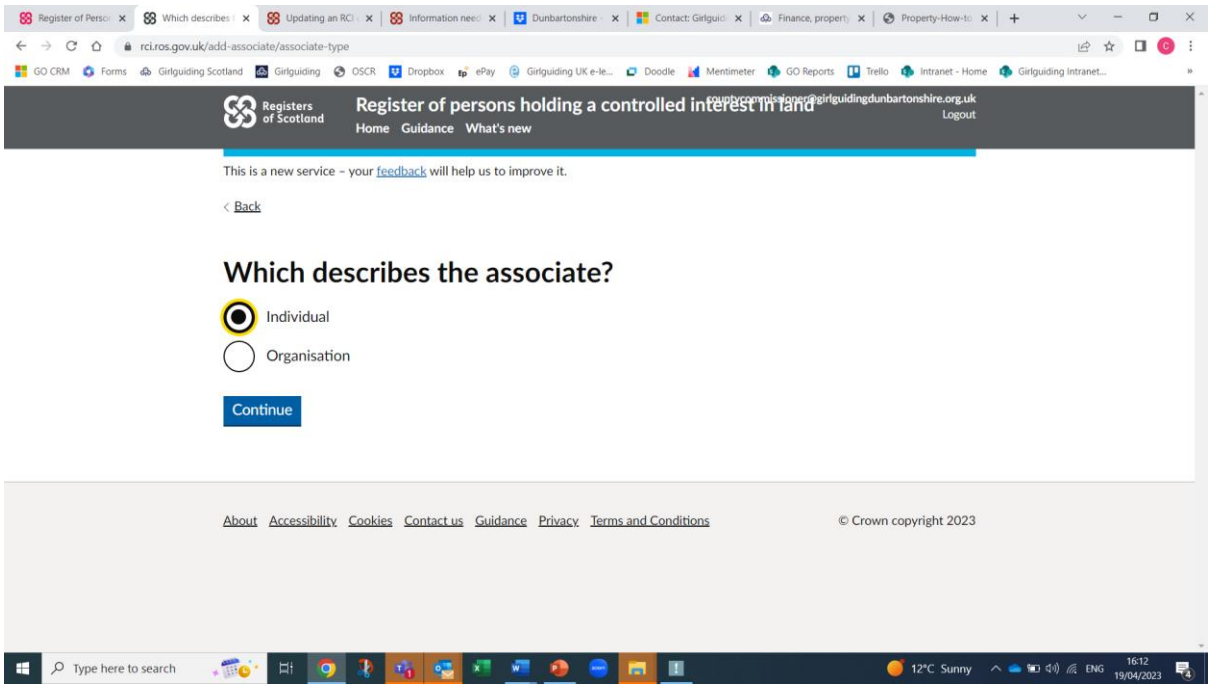


To add an associate who is not already registered

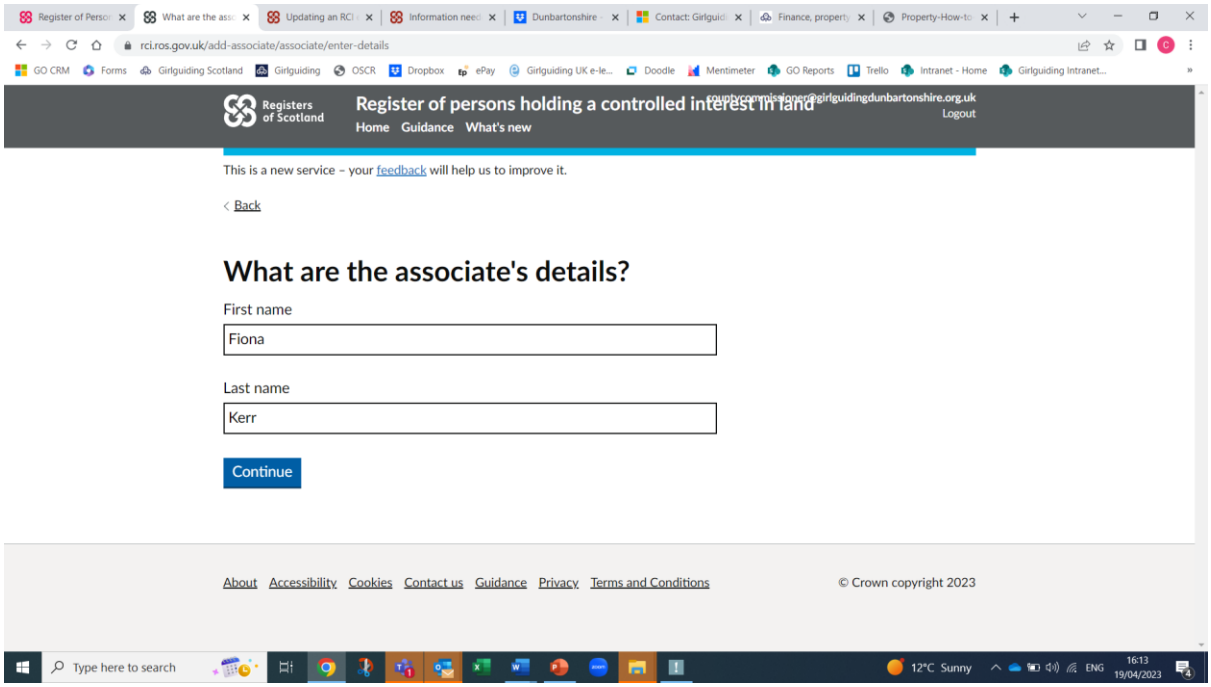
Start the process as with the previous example but when asked whether the associated has an ARN select 'No' (this process will assign an ARN).



For guiding properties, the associate will always be an individual:

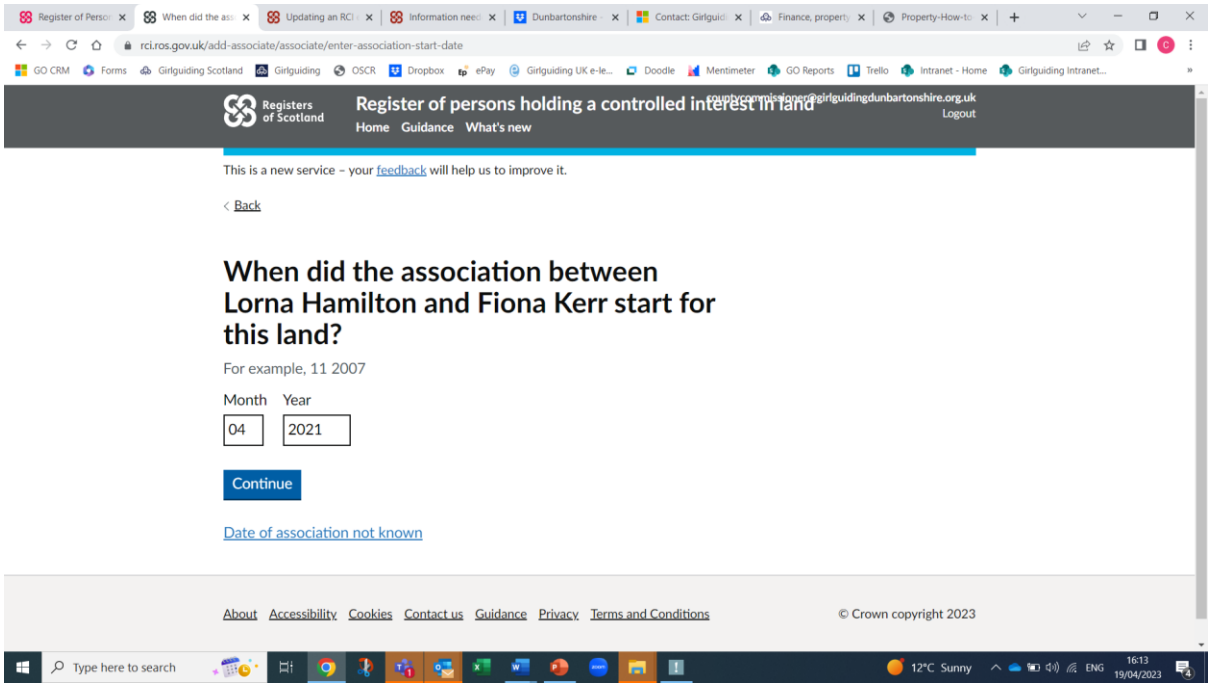


You will then be asked to confirm the associate's full name:

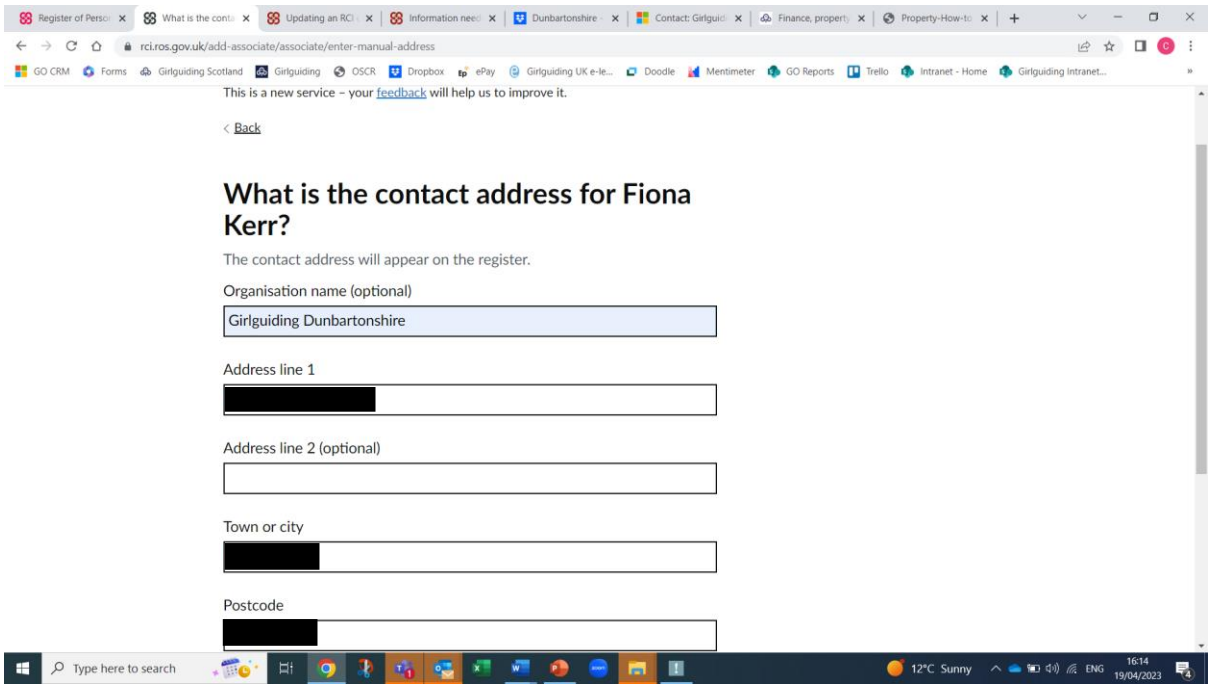


You will also be asked when the association between the registered person and the associate began. This would be the date that the second person took over their role.

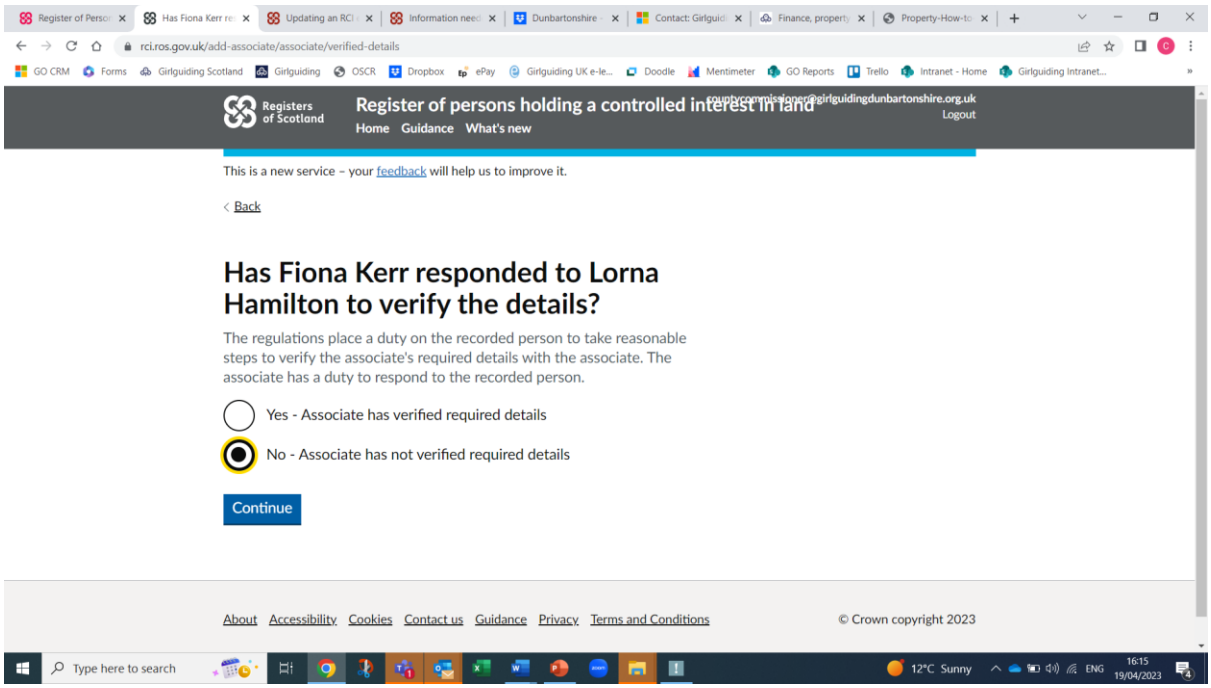
For example: if a county commissioner took over on 1 March 2023 and the treasurer joined on 1 May 2023, their association started on 1 May 2023.



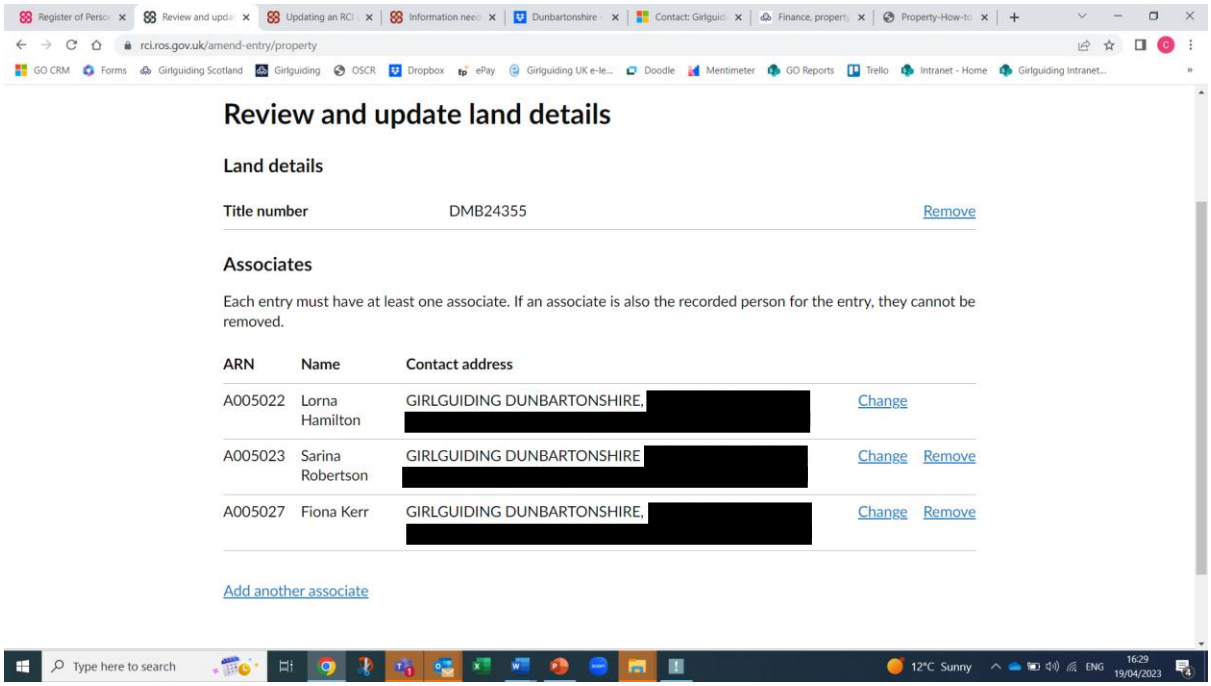
The next step is to complete the associates contact address. This should be a home address, but please add in the name of the county in the organisation name box, in the format 'Girlguiding Dunbartonshire':



You will then be asked to confirm that the associate has verified the information supplied. Select 'yes' or 'no' as appropriate. If you select no, the associate will be asked to verify the details.



Finally, you will see a screen that confirms the associate information that has been entered, along with the Title number of the property:



It may take a few days of the register to update, but once it has you can search for the property to see who the registered people and associates are. The easiest

way to do this is to use the title number (if the property has one) or the ARN for one of the associates. This should be done at least annually to ensure that the information is still correct, and if it's not it should be updated with new role holders.

This is what the listing will look like:

Land details

Last updated: 19/05/2023

Land

To find other recorded persons attached to this property search using the property information

Land address	MILLFAID, CROFTAMIE, GLASGOW G63 0HG	View on map
Title number	DMB24355	

Recorded person - owner or tenant

Recorded person	Lorna Hamilton
Address	GIRLGUIDING DUNBARTONSHIRE [redacted]
Recorded person reference number	RP001113
Owner or long term lease	Owner
Role	Trustee
Category	a trustee, or other role in an unincorporated body
Name of unincorporated body	Girlguiding Dunbartonshire County

Associates - persons with a controlled interest

There are 3 associates for this land and recorded person.

Associate	Lorna Hamilton
Contactable details	GIRLGUIDING DUNBARTONSHIRE [redacted]
Associate reference number	A005022
Date of association	April 2021
Associate	Sarina Robertson
Contactable details	GIRLGUIDING DUNBARTONSHIRE [redacted]
Associate reference number	A005023
Date of association	January 2023
Associate	Fiona Kerr
Contactable details	GIRLGUIDING DUNBARTONSHIRE [redacted]
Associate reference number	A005027
Date of association	April 2021

Search again