

General Optical Council

BODY CORPORATE REGISTRATION Application form

Please read the attached guidance notes and complete the form in full.

This form is for body corporates who wish to join the General Optical Council (GOC) register. It can take up to five working days for the GOC to process your application upon receipt of a correctly completed application form.

A body corporate is a limited company or limited liability partnership that has been incorporated with Companies House.

Do I need to register with the GOC?

You **must** register with the GOC if you intend to use any of the following protected titles in your company or trading name: ophthalmic optician, the title of optometrist, the title of dispensing optician, or the title of registered optician when it is not registered; or takes or uses any name, title, addition or description falsely implying that it is registered.

Title permission letter

You will not be able to incorporate your business with Companies House if you are intending to use a protected title unless you receive a title permission letter from our Registration team. To request one please email registration@optical.org

You will also have to meet the eligibility requirements for registration which are set out at section 2 of this application form to register.

If you use a protected title and do not register you shall be liable on summary conviction to a fine. If you are unsure if your body corporate falls into this category you should seek your own independent legal advice.

You **may** register with the GOC if you are not using a protected title so long as you satisfy the registration requirements, specifically those which are set out at section 2 of this application form.

You **cannot** be registered with the GOC if you do not satisfy the registration requirements, specifically those set out at section 2 of this application form.

If you require any assistance completing your registration form please contact the Registration team at registration@optical.org or on 020 7580 3898 (option 1).

Checklist

- Is your business incorporated with Companies House?
- Complete all sections of the application form in black pen and in block capitals.
- If applying under section 2 of the form you are applying under category C, have you completed 'Qualification under Section 9(2)(c) of the Opticians Act 1989 form' – Available here:
https://www.optical.org/en/Registration/Applying_for_registration/Bodies_corporate.cfm
- Sign and date the application – this must be done by the company secretary or a company director
- Indicate method of payment. Fee owed will be based on the date entered onto the register, not the date your application is received.
 - You must pay a registration fee of £70
AND
 - The registration retention fee for the remainder of the registration year (until 31 March 2019):

Date entered onto the register	Retention fee payable
1 April – 30 June 2018	£340 + £70 registration fee
1 July – 30 September 2018	£255 + £70 registration fee
1 October – 31 December 2018	£170 + £70 registration fee
1 January – 31 March 2019	£85 + £70 registration fee

Body corporate registration form

Section 1 – Contact details

The body corporate name, trading as name, town, and practice address (if provided) will appear on the public register and may be available to third parties.

Body corporate name			
Trading as (if applicable)			
Company registration number		Date of incorporation	
Former name(s)			

Email Confirmation of registration will be sent to this email address. Your email address will also provide you with access to the MyGOC registrant portal. We strongly recommend that you do not use an email address that is already listed with another GOC registrant.

Email address	
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Primary contact person Please provide details of the primary contact person for the body corporate. They should have access to the email address provided above.

Title and full name			
Relationship to the body corporate			
Telephone number		GOC number (if applicable)	

Companies House Registered Address

Please provide the registered office address as recorded at Companies House.

Is this also a practice address?

Yes

No

Registered Address			
Country (if not UK)		Postcode	
Telephone			

Contact mailing address (if different to Companies House Registered Address)

Is this also a practice address?

Yes

No

Name of practice (if applicable)			
Full address			
Country (if not UK)		Postcode	
Telephone			

Practice or additional practice addresses

Name of practice			
Full address			
Country (if not UK)		Postcode	
Telephone			

Continue on a separate page if necessary...

Section 2 – Entitlement to enter the register of body corporates

In order to be eligible to enter the register, your body corporate needs to meet **one** of the following requirements¹. If it does not, your application for registration will be rejected.

Complete only one of the following categories.

A	The majority of the directors are registered optometrists or registered dispensing opticians
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Complete this category if the majority of directors (over 50%) are GOC registered optometrists or dispensing opticians, or if there is only one director, s/he is a registered optometrist or dispensing optician.

Provide the names and addresses of all directors as listed on Companies House for the body corporate. Where they are a GOC registrant, they need to provide their GOC number.	
Director 1: Name	
Full address	
GOC number (if applicable)	
Director 2: Name	
Full address	
GOC number (if applicable)	
Director 3 Name	
Full address	
GOC number (if applicable)	
Director 4: Name	
Full address	
GOC number (if applicable)	
Director 5: Name	
Full address	
GOC number (if applicable)	

¹ See section 9(2)(a-d) of the Opticians Act 1989

C	<p>(i) The greater part of the applicant’s business consists of activities other than the testing of sight and fitting and supply of optical appliances; and</p> <p>(ii) that so much of its business as consists of the testing of sight is carried on under the management of a registered optometrist; and</p> <p>(iii) that so much of its business as consists of the fitting and supply of optical appliances is carried on under the management of a registered optometrist or registered dispensing optician.</p>
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Complete this category if fees for work as optometrist or dispensing opticians, and receipts for optical appliances designed to correct, relieve or remedy a defect of sight, do not exceed 49 per cent of the total receipts of the body corporate for sales and services in the year.

The testing of sight must be under the management of a registered optometrist and the fitting and supply of optical appliances must be under the management of a registered optometrist or dispensing optician. The person(s) named, or their successors must have full powers of management and discretion on professional issues. You must notify the GOC if this situation changes.

Please tick to confirm that you have completed and enclosed with this application the ‘Qualification under Section 9(2)(c) of the Opticians Act 1989 form’. We will not be able to process your application under this category without it.

Other registration categories

The other registration categories are listed below, should you consider that you meet these requirements please contact the Registration team at registration@optical.org for further information.

B	The applicant was included in a health service ophthalmic list on 20.11.1957
D	The applicant is an Industrial & Provident Society and the testing of sight is carried on under the management of a registered optometrist and the fitting and supply of optical appliances is carried on under the management of a registered optometrist or dispensing optician.

Section 3 - Declarations

Do you have any declarations to make?

You must provide information relating to the applicant and any director (including non-GOC registered directors).

The GOC website provides further guidance in the section 'Making Declarations':
https://www.optical.org/en/Registration/Making_declarations/index.cfm

Yes Please give full details below (attach a separate sheet if necessary)
Failure to provide full details will delay your application

No Please proceed to **section 4**

Criminal and disciplinary proceedings

Please provide details of any criminal or disciplinary matters that might currently affect your fitness to practice.

1. You must provide details of the date, offence, name of court, any penalty or punishment imposed (including the amount of any fine) and background circumstances of any of the following that are applicable:

- Conviction in the British Isle or abroad
- Caution, conditional caution, conditional discharge, absolute discharge or Social Security Administration Act penalty in the British Isles
- Any agreed offer, penalty payment agreement or absolute discharge order in Scotland; and
- Any ongoing investigations or proceedings.

You must provide full details of any conviction or caution that is 'spent' under the Rehabilitations of Offenders Act 1974, unless it is a 'protected' caution or conviction.

You do not need to declare road traffic offences that have been dealt with by way of a fixed penalty but you must provide full details of any road traffic offences that have resulted in a conviction.

2. Please provide details of:

- Any determination by another body that regulates a health or social care profession either in the UK or abroad, including a NHS primary care organisation (PCO) or health board.
- Any investigation or proceedings that could lead to a determination by another such regulator; and
- Any breach of the GOC's Standards of Practice and/or Code of Conduct.

Relevant UK bodies are listed in the guidance notes attached to this application form.

Section 4 – Payment

Please tick the box in order to indicate the method of payment.

- I wish to make payment by PayPal invoice. The GOC will issue an invoice to the email address provided when payment is ready to be taken.

If you cannot pay by this option, please contact the Registration team using the contact details on page 1.

Section 5 – Declaration of information – Applicant must sign

I am completing this application in my capacity as a company secretary or director.

I declare that I have read, understood and will comply with the GOC's Code of Conduct for business registrants.

I understand that the GOC will use this information I have provided to exercise its proper and statutory functions.

I declare that the information given in this form is true and accurate to the best of my knowledge and understanding. I understand that if I knowingly give false information then this may adversely affect my fitness to practise and may constitute a criminal offence.

I understand which information I have provided (within section 1) will be published on the register and made available to third parties on request and agree to the GOC using the information I have provided to exercise its proper and statutory functions which include updating the register, administering and maintaining registration, processing complaints and compiling statistics or research, in line with the Data Protection Act 1998 (DPA).

I understand that my annual retention application will be due by 15 March each year regardless of the date of my registration.

I understand that I must notify the GOC immediately if there are any changes to the information provided in this application, including contact details.

Full Name of signatory			
Position (circle one)	Director	Company Secretary	
Signed			Date

How we use the information supplied in this form

The GOC is a Data Controller registered with the Information Commissioner's Office. We make use of personal data to support our work as the regulator for the optical professions in the UK. We may process your personal data for our statutory purposes which include updating the register, administering and maintaining registration, processing complaints and compiling statistics or research. In line with the DPA, all data provided will be kept secure and not for longer than necessary. This statement confirms our commitment to protect your privacy and to process your personal information in a manner which meets the requirements of the DPA.

Guidance Notes

BODY CORPORATE REGISTRATION Application form

To join the GOC body corporate register you need to do the following things:

1. Complete all sections of the registration form
2. Sign the declaration
3. If you are apply under section 9(2)(c) or the Act you need to also enclose the Qualification under Section 9(2)(c) of the Opticians Act 1989 form
4. Return the completed form to the GOC
5. Pay the registration and annual retention fee

If you have any questions

Email	registration@optical.org
Write to	General Optical Council, Registration Department, 10 Old Bailey London EC4M 7NG
Telephone	+44 (0)20 7580 3898, option 1 Mon to Thu 09.00-17.00, Fri 09.00-16.45
Website	www.optical.org

Section 1 – Contact details

The body corporate name, trading as name, town, and practice address (if provided) will appear on the public register and may be available to third parties.

We need you to provide an email address as this is how you will receive confirmation of your registration and other important communications from us. This is also how you will log into the MyGOC area of the website.

On occasion we must send out communication by post. You must select whether your home or practice address will be our registered address for correspondence with you. It should be a reliable address so that important communications can reach you without delay.

You must notify us of any changes to your address or email address by using the MyGOC area on our website or in writing to registration@optical.org. You should also notify us of any change of company or trading as name as soon as possible.

If you need more space to complete this section, please continue on a separate sheet of paper.

Section 2 – Entitlement to register

Further information about registration categories B and D is below. If you consider that your body corporate falls into either of these categories please contact the Registration team about what information is required from you to proceed with a registration application.

B	The applicant was included in a health service ophthalmic list on 20.11.1957. If the company, or a predecessor on whose reconstruction it came into existence, was included in a health service ophthalmic list on 20 November 1957. Give the name of an Executive Council, Joint Ophthalmic Services Committee or the Northern Ireland General Health Services Board, whose health service ophthalmic list the body was on at 20 November 1957, and the number used by the Council, Committee or Board. If the body corporate was on several lists, only give details of one. If there has been a change of name of the body corporate since 20 November 1957, give the former name. Please provide proof of inclusion.
D	The applicant is an Industrial & Provident Society and the testing of sight is carried on under the management of a registered optometrist and the fitting and supply of optical appliances is carried on under the management of a registered optometrist or dispensing optician. The person(s) named, or their successors must have full powers of management and discretion on professional issues. You must notify the Council if this situation changes.

Section 3 – Declarations

In this section you must declare any criminal matters and/or disciplinary matters.

False declarations or failure to make relevant declarations may constitute a criminal offence and result in refusal of your application to join the register.

Please ensure that you tick either the YES or NO box to indicate whether you wish to make any declarations about criminal and/or disciplinary matters. If you tick YES you must provide details in the boxes provided. The GOC website provides further guidance in the section headed 'making declarations':

www.optical.org/en/Registration/Making_declarations/index.cfm

If you are unable to access this document, please contact the Registration team directly.

Relevant bodies for the purposes of part 2 are the following:

- General Optical Council

- Health and Care Professions Council
- General Chiropractic Council
- Nursing and Midwifery Council
- General Dental Council
- Pharmaceutical Society of Northern Ireland
- General Medical Council
- General Pharmaceutical Council
- General Osteopathic Council
- Primary care organisations or health boards

The Registration team may contact you to request further details on your declaration. Failure to respond to an information request will delay your application. This information may be passed to our Fitness to Practise team for investigation.

All data provided in this section of the registration form will be kept securely and for no longer than necessary. It will not be published on the register.

Section 4 – Payment

Card payments: If you wish to pay by card, please indicate so on the form and await an email from the GOC for when we are ready to take payment. If we do not hear from you within 2 working days we will call you. Any card payment details received in paper format will not be accepted and will be shredded.

If you cannot pay by either of the options offered, please contact the Registration team.

Section 5 – Declaration of information

Please read the declaration and sign and date the form in the space provided.

We ask that a company secretary or director completes and signs this form as declarations need to be made on behalf of the body corporate. Further to this, if another person has been nominated as the contact person for the body corporate this serves as your permission for information relating to the body corporate to be shared with them.

Data Protection Statement

The information you provide to us, the GOC (as data controller), will be processed and used in line with our statutory purpose under the Opticians Act in order to maintain our Register and ensure our registrants are fit to practise. For more information regarding how we process your data please see our [privacy statement](#).

What do we do with the information you provide?

Once received, the information is stored securely by our Registration team and your registration application is processed. The information will be transferred to our electronic systems and kept for no longer than necessary for our purposes.

What information is published

We have a duty to publish our Register in an accessible format. On request, we may provide our public register to other bodies.

The following information is published on our Register:

For body corporates:

Full company name, GOC Number, Registration status, Date of most recent registration, Town (this is the town of the Contact Address, provided in Section 1), Fitness to practise decisions, Practice Addresses.

No other personal information will be published in a format where individuals may be identified. All information will be handled in line with the Data Protection Act 1998.