



## Owner – User Guide

# Adding New People to a Company

29<sup>th</sup> March 2017

V1

# Adding New People to a Company

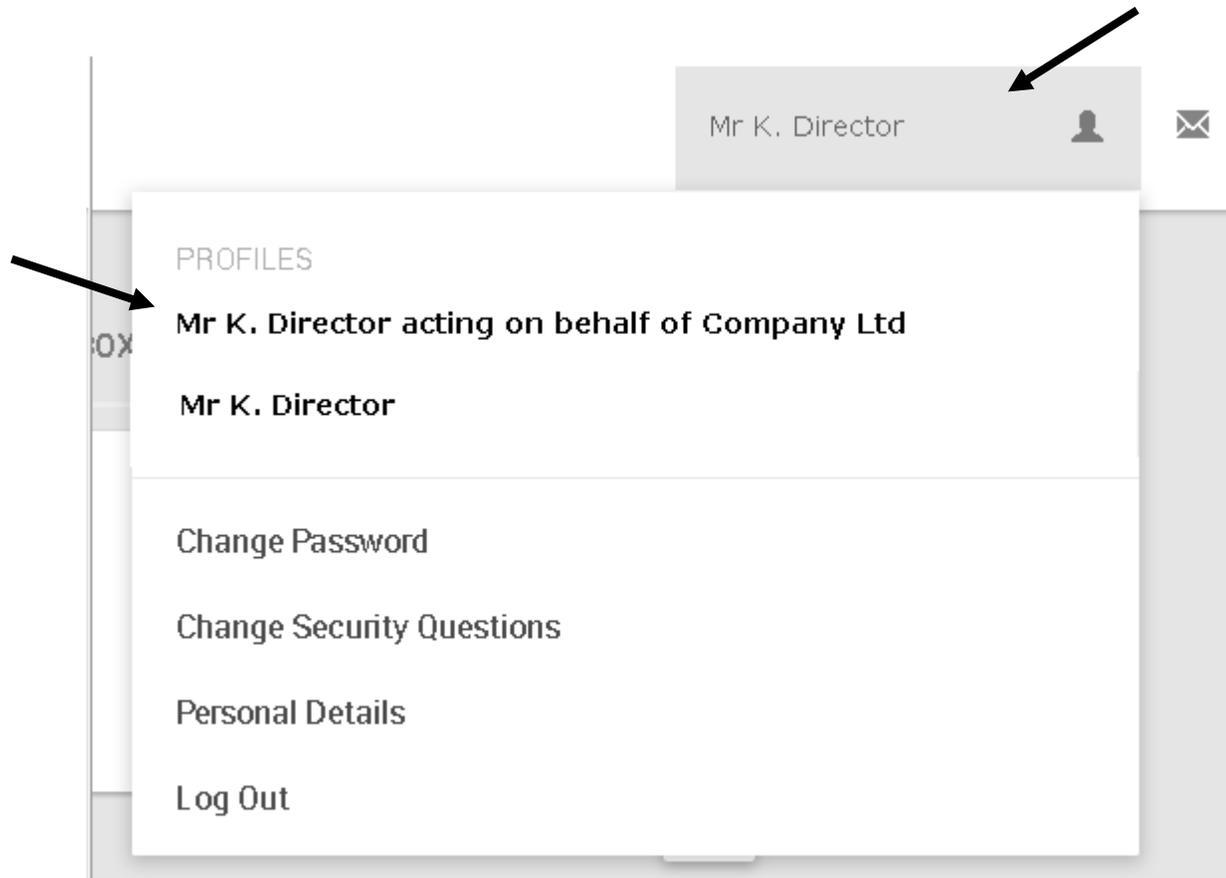
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# Adding New People to a Company

## 1. Logging in as your Company

- Access the New Racing Admin Site (NRAS) using [www2.racingadmin.co.uk](http://www2.racingadmin.co.uk) and enter your log in details as provided upon approval of your application. This will be your email address that was entered on application and the password you chose.
- If you are a registered racehorse owner, you will be able to access various menu options once you have logged in. However, to access the menu options on behalf of your Company you will need to click your name in the top right hand corner.

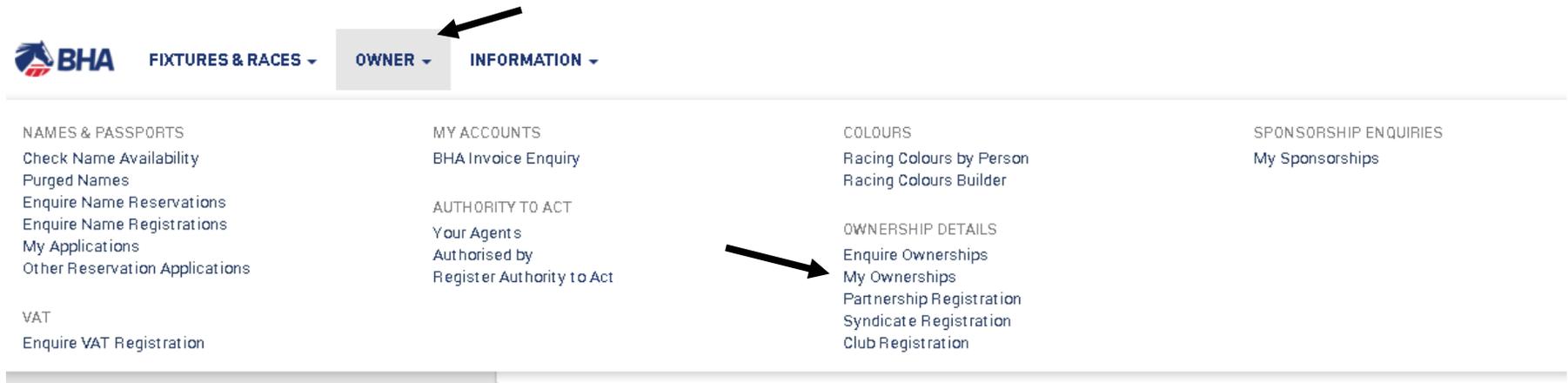


# Adding New People to a Company

You will then be able to select to switch your menus to working on behalf of your Company.

## 2. Owner Menu

- To view your Company ownership details, click on the Owner menu at the top of the screen.
- My Ownerships will be available under the Ownership details menu. This screen will provide you with the Company Ownership details and all associated Ownerships for that Company.



- From this menu, you can perform a variety of actions on behalf of your Company, including registering colours, names and sponsorships in addition to registering new ownership entities which your Company is involved in.

### 2.1 My Ownerships

- This screen will show you details on your Company Ownerships as well as showing all the details for all the entities e.g. Partnerships, Syndicates, and Clubs that your Company is in involved in.
- You can view any recent applications that have not yet been reviewed by the BHA by clicking on the “Pending” tab.
- This screen will display the name of your Company and the colours which are registered to it (if any). The HIT badge will be green if the Company has horses in training, and red if not. 
- Click on your Company to view more details, it will always appear at the top of the list if the Company is a registered Owner.

# Adding New People to a Company

REGISTERED PENDING

✓ Sole ✓ Partnership ✓ Syndicate ✓ Company ✓ Club

Q: Input all or part of an ownership name REFRESH

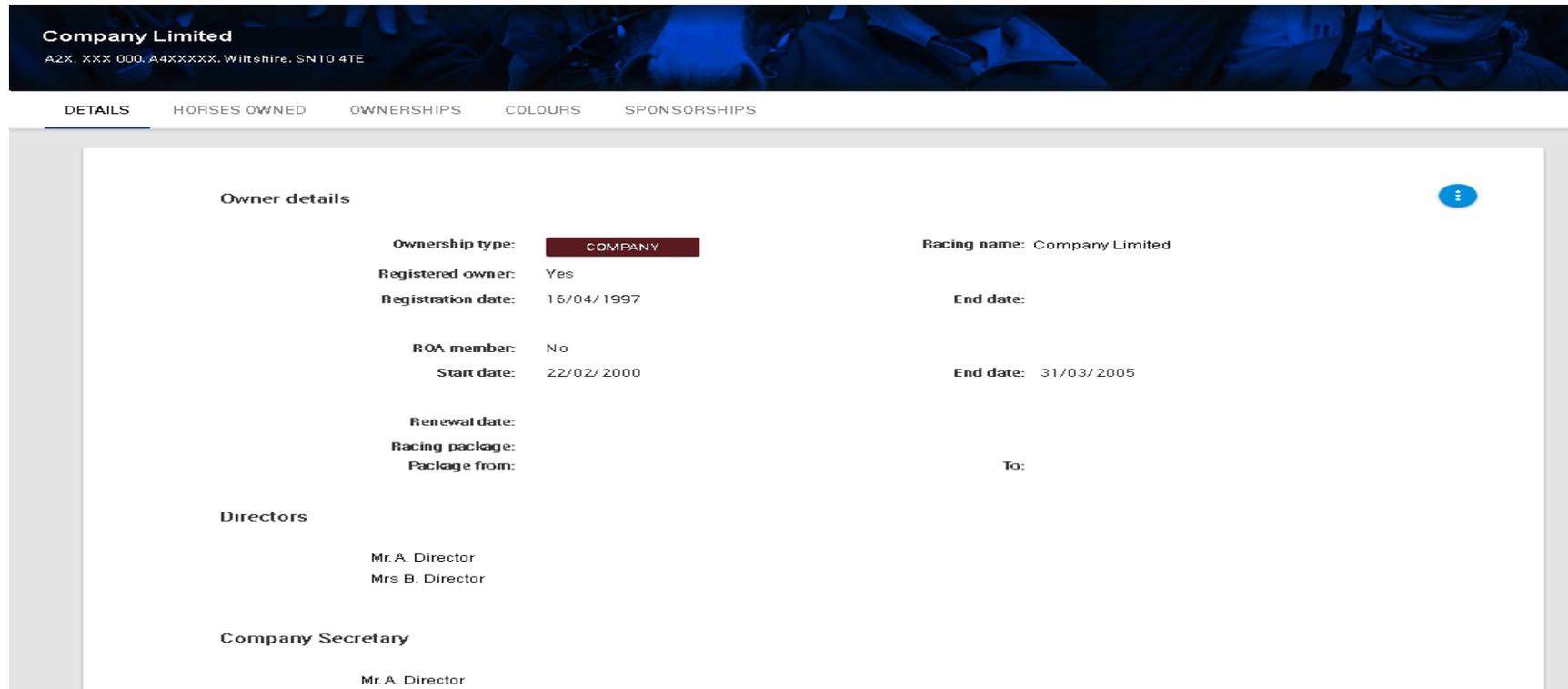
Ownership Name	Date Registered	Type	
<b>Company Limited</b> DARK GREEN, ORANGE sleeves, DARK GREEN diamonds, ORANGE cap	16/04/1997	COMPANY	HIT ✓
<b>Syndicate 1</b> No colours registered.	17/11/2008	SYNDICATE	HIT ✗
<b>Syndicate 2</b> No colours registered.	30/07/2011	SYNDICATE	HIT ✗

## 1.1. Company Details

- This screen will show you details on the Company relating to their Ownership status including:
  - Ownership type – *this will display as “Company” in a red/brown box.*
  - Racing Name
  - Registered Owner status
  - Registration Date
  - ROA Membership status, start and end date
  - Renewal date – *this will display the date that your registrations e.g. Colours etc. will be renewed*
  - Racing Package, to and from date and the outstanding products remaining for registration – *this will only be seen if you have selected a ready to race or complete package during the application.*
  - Directors
  - Company Secretary

## Adding New People to a Company

- Colours registered to the Company
- It is possible to access the menus for horses owned, colours, VAT, Authority to Act, sponsorships, and names via this screen.
- To select one of these options just click on the name in the menu and you will be taken to that respective screen. For further help on how to navigate and register each individual registration, please see the relevant user guide.



**Company Limited**  
A2X, XXX 000, A4XXXXXX, Wiltshire, SN10 4TE

DETAILS HORSES OWNED OWNERSHIPS COLOURS SPONSORSHIPS

**Owner details**

Ownership type: **COMPANY** Racing name: Company Limited

Registered owner: Yes End date:

Registration date: 16/04/1997 End date: 31/03/2005

ROA member: No

Start date: 22/02/2000

Renewal date:

Racing package:

Package from: To:

**Directors**

Mr. A. Director  
Mrs. B. Director

**Company Secretary**

Mr. A. Director

*Example of Owners Details screen*

# Adding New People to a Company

## 2. Adding New People

- From the Company details screen, you will also be able to access several options from the “Show More” button.
- Clicking on this button will display a list of options including:
  - Maintain Contact Details
  - Add People
  - Remove People

DETAILS HORSES OWNED COLOURS VAT AUTHORITY TO ACT SPONSORSHIPS RESERVED NAMES

**Owner details**

<b>Ownership type:</b>	COMPANY	<b>Racing name:</b>	Company Ltd
<b>Registered owner:</b>	Yes	<b>End date:</b>	
<b>Registration date:</b>	16/11/2013	<b>End date:</b>	
<b>ROA member:</b>	Yes	<b>End date:</b>	
<b>Start date:</b>	14/11/2013	<b>End date:</b>	

Maintain contact details  
Add people  
Remove people

- Click “Add People” to add new Directors/Secretaries to the company.

# Adding New People to a Company

## 2.1. Add People

- This is the first step of the Add People process for a Company. This screen will allow you to add a new person to the Company.

1. Add people      2. General questions      3. Racing history      4. Review      5. Receipt

**i** Please enter the details of each new person you wish to add to the Company. Click "Add Person" to save them to the list. Once all people have been added, click continue. You can remove members from the list by clicking the icon next to their record. Click the star icon if the new person requires access to the New Racing Admin Site and authority to act on behalf of the Company.

**Company Limited** A2X, XXX, 000, A4XXXXXX, Aberdeenshire, PO1 5CO

**New person details**

Title:*	<input type="text" value="Please Select"/>	All Forenames:*	<input type="text" value="Forenames"/>
Surname:*	<input type="text" value="Surname"/>	Date of Birth:*	<input type="text" value="dd/mm/yyyy"/>
Country	<input type="text" value="Great Britain"/>		
Enter Postcode	<input type="text"/>	ENTER ADDRESS MANUALLY	
Email: *	<input type="text" value="Email address"/>	Telephone:	<input type="text" value="Phone number"/>

**ADD PERSON**

**CONTINUE**      **CANCEL**

- Click the arrow on the title field to display the list of titles. Click the required title to select it. This is a mandatory field.

## Adding New People to a Company

- Type the forenames and surname of the person you wish to add. This is also a mandatory field.
- You can then enter the date of birth manually or click the calendar icon to display the date picker.

Click here to change the month/year

← JULY 1978 →

S	MO	TU	WE	TH	FR	S
U						A
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

All Forenames:\*

Date of Birth:\*

Click to display the calendar icon

- Click the correct date to select it.
- You can manually add the date by typing the date in a DD/MM/YYYY format in the box. This is a mandatory field.
- Next, enter the address details. Great Britain is shown as a default in the country field, however you can click the arrow to expand the country list and select a different country.

## Adding New People to a Company

- If a foreign country is selected, you can enter the address manually by typing in the address fields.

Address

Country

Please attach a copy of your Driving Licence:

Or alternatively, a copy of your Passport AND one of the following:

- A personal utility bill (gas, electric, etc.)
- A bank statement

Email: \*  Telephone:

- You will also be prompted to add documentation for the person if they are not a GB resident. This includes a copy of their driving license or a copy of their passport and utility bill/bank statement. Photocopies of these items are acceptable.
- Click add file, a window will then display and you will be prompted to add the files from the folders on your computer.

## Adding New People to a Company

4. Review 5. Receipt

Item to the list. Once all people have been added, click continue. You can requires access to the New Racing Admin Site and authority to act on

Forenames

30/03/2017

Country: Angola

Please attach a copy of your Driving Licence:

Or alternatively, a copy of your Passport AND one of the following:

- A personal utility bill (gas, electric, etc.)
- A bank statement

ADD FILES...

Email:  Telephone:

- Click on the desired file and then click open. You can add up to five files for each upload.
- If the address is a GB address, you can use the post code search by entering the post code in the post code field and clicking the search icon

## Adding New People to a Company

Country

Enter Postcode

ENTER ADDRESS MANUALLY

Click here to search for address

- Another box will be displayed with the list of addresses matching that post code.
- Click the arrow on the right side of the box to expand the list and view all the addresses.

Country

Enter Postcode

Address

ENTER ADDRESS MANUALLY

Click to expand the drop down

- Click on the required address to select it.
- The final mandatory piece of information required is the email address of the person.
- There is also a place to enter a telephone number if required, however, this is not mandatory.
- Once you have completed all the mandatory fields (denoted by the asterisk \*), you will then be able to add the person by clicking the "Add Person" button.
- They will appear at the bottom of the screen. You can continue to add as many people as you require.

## Adding New People to a Company

### Confirm people details

Name	Address	Title
Andy Director	Weatherbys Thoroughbred Ltd, Sanders Road, Finedon Road Industrial Estate, WELLINGBOROUGH, NN8 4BX	<div>Director </div> <div><p>Please select</p><p>Agent</p><p>Company Secretary</p><p>Company Signatory</p><p><b>Director</b></p><p>Guarantor</p><p>Principal Shareholder</p><p>Sub Company Signatory</p></div> <div></div>

Click to expand the drop down



- Before continuing to the next step, you must add a title for each person.
- Click the arrow to expand the list and select the appropriate title.
- If you discover the details you have entered contain an error or you no longer wish to add the person, you can use the  to remove the person from the list. This person will then not be added to the Company.
- To return to the owner's details screen without saving the changes, click cancel and confirm.
- To proceed to Step 2. Click "Continue".

# Adding New People to a Company

1. Add people    2. General questions    3. Racing history    4. Review    5. Receipt

Please enter the details of each new person you wish to add to the Company. Click "Add Person" to save them to the list. Once all people have been added, click continue. You can remove members from the list by clicking the icon next to their record. Click the star icon if the new person requires access to the New Racing Admin Site and authority to act on behalf of the Company.

**Axom** A2X.XXX 000,A4XXXXX,Wiltshire,SN10 4TE

**New person details**

Title:\*  All Forenames:\*

Surname:\*  Date of Birth:\*

Country

Enter Postcode   ENTER ADDRESS MANUALLY

Email:\*  Telephone:

**Confirm people details**

Name	Address	Title	
Andy Director	Weatherbys Thoroughbred Ltd, Sanders Road, Finedon Road Industrial Estate, WELLINGBOROUGH, NN8 4BX	<input type="text" value="Director"/>	<input type="button" value="X"/>

Click to proceed to Step 2.

Click to add person once details are added

Click to return to Owner's details.

# Adding New People to a Company

## 2.2. General Questions

- This screen will display four questions.
- Each question must be answered by clicking on the yes or no radio buttons.
- If Yes is selected, you will be prompted to add more details. Documents can also be uploaded if required.
- To add a document, click “Add Files”. You will then be prompted to locate and select the documents from your folders.
- You will not be able to continue if any questions are answered yes and no further details are provided, you must enter text in the details field and/or upload a file to continue.

1. Add people      2. General questions      3. Racing history      4. Review      5. Receipt

**Company Limited** A2X, XXX, 000, A4XXXXXX, Aberdeenshire, PO1 5CD

Have any directors of the company previous been:

1. The subject of any proceedings of a criminal nature, been charged in connection with any alleged criminal offence, are aware of any circumstances which may lead to you being charged, or been convicted of any criminal offence (Excluding offences which are spent under the Rehabilitation of Offenders Act 1974)?\*

Yes     No

2. Made the subject of any judgement debt or court award in Great Britain or elsewhere?\*

Yes     No

3. The director of any company, or partner in any partnership, which has gone into receivership, liquidation (voluntary or compulsory), administration, voluntary arrangement or arrangement with its creditors within the last 10 years?\*

Yes     No

Please provide details for each company including date, nature of insolvency and amount.

4. Declared bankrupt, been the subject of an Individual Voluntary Arrangement or other statutory based composition with creditors?\*

Yes     No

Click to upload files



Click to return to Owner's details



Click to proceed to Step 3.



## Adding New People to a Company

- To continue, click the continue button to proceed to Step 3.
- You must answer all the questions before you can progress.
- As with the previous step, clicking cancel and confirming will take you back to the Owners details screen.

### 2.3. Racing History

- This screen will display four more questions relating to history in racing.
- All questions must be answered as either yes or no.
- As per the previous screen, if yes is selected, details and/or documents must be given to progress to the next step.
- For question three, you can select multiple options including:
  - Disqualification
  - Refused any registration or application
  - Included on the forfeit list
- If one or more options are selected, details and/or documents must be provided.
- Click cancel to return to the owner's details screen – no details will be saved.
- To continue to the next step, click continue.

# Adding New People to a Company

1. Add people  2. General questions  3. Racing history  4. Review  5. Receipt

**Axom** A2X, XXX 000, A4XXXXX, Wiltshire, SN10 4TE

1. Have any directors of the company previously owned a racehorse in any country outside of Great Britain?\*

Yes  No

2. Have any directors of the company, their spouse / partner or a family member held any form of licence or permit under the rules governing horse racing in any country outside of Great Britain?\*

Yes  No

3. Have any directors of the company, their spouse / partner or a family member been subject to any of the following by any Racing Authority (including Great Britain)?.\*(tick all that apply)

Disqualification  
 Refused any registration or application  
 Included on the forfeit list  
 No

4. Have any directors of the company actively engaged as a Bookmaker or do they have any financial interest in any betting businesses including spread betting businesses, e.g. as a shareholder or director?\*

Yes  No

Click to return to Owner's details

Click to proceed to Step 4.

## Adding New People to a Company

### 2.4. Review Details

- This screen will provide a summary of the changes to the Company.
- Panels displayed will include:
  - Added people – this will display the name, address and title of the people being added to the company
  - General Questions – this will display the questions and answers entered on this section
  - Racing History – this will display the questions and answer entered on this section
  - Company Details – this will display the key, name, and address of the Company
  - Documents – this will show any documents uploaded in steps 2 and 3.
  - Declaration
- The declaration must be completed on behalf of the directors to submit the changes.
- Both boxes must be ticked and a name entered in the signature box.
- To return to any previous steps, use the progress bar/tramline at the top of the screen by clicking on the step you wish to return to.
- If you do not wish to continue with the changes, click cancel, and confirm to return to the owner's details screen.
- To save the changes, click "Submit".

# Adding New People to a Company

Click to return to a step



PROCESS COMPANY MEMBER

1. Add people    2. General questions    3. Racing history    4. Review    5. Receipt

Please check the information below. If the details are correct, click "Submit". If any details are incorrect, please click on Step 1. Remove People to amend the information.

### Added People

Name	Address	People Title
Mr E. Humpadink	Riverdown, Little Village, Aldemey, PO5 1 CO, Great Britain	Director

### General questions

The subject of any proceedings of a criminal nature, been charged in connection with any alleged criminal offence, are aware of any circumstances which may lead to you being charged, or been convicted of any criminal offence (Excluding offences which are spent under the Rehabilitation of Offenders Act 1974)?

Answer No

Made the subject of any judgement debt or court award in Great Britain or elsewhere?

Answer Yes

Please see attached for details

The director of any company, or partner in any partnership, which has gone into receivership, liquidation (voluntary or compulsory), administration, voluntary arrangement or arrangement with its creditors within the last 10 years?

Answer No

Declared bankrupt, been the subject of an Individual Voluntary Arrangement or other statutory based composition with creditors?

Answer No

### Company details

Company Limited

A1 XXXXXXXXXX, A2XXXXXX XXXXX,  
A3XXXXXXXX, Suffolk, CB8 9HE

## Adding New People to a Company

### Racing history

Have any directors of the company previously owned a racehorse in any country outside of Great Britain?

Answer: No

Have any directors of the company, their spouse / partner or a family member held any form of licence or permit under the rules governing horse racing in any country outside of Great Britain?

Answer: No

Have any directors of the company, their spouse / partner or a family member been subject to any of the following by any Racing Authority (including Great Britain)?:

Answer: No

Have any directors of the company actively engaged as a Bookmaker or do they have any financial interest in any betting businesses including spread betting businesses, e.g. as a shareholder or director?

Answer: No

### Documents

- CCJ.jpg

### Declaration

All owners wishing to be registered with the British Horseracing Authority must confirm their understanding of, and compliance with, the Declaration. The full wording can be found [here](#)

The Company agrees to be bound in all respects by the Rules of Racing. \*

The Company has read and understood the Declaration and, to the best of my knowledge and belief, the details I have provided throughout my application are accurate and true. \*

Name of person completing form: \*

Click to check the boxes



Enter signature here



Click to save changes

SUBMIT

CANCEL

# Adding New People to a Company

## 2.5. Receipt

- This screen will display the same information as the previous screen
- You will not be able to return to any previous steps at this point  
To return to the owner's details screen, click the link at the bottom of the screen.
- Your request to add a new company will be sent to Weatherbys to process. Once this has been completed you will receive an email to inform you of the addition and the new Director or Secretary will be added to the Owner's details screen.

1. Add people 2. General questions 3. Racing history 4. Review 5. Receipt

The amendment has been completed successfully. Please review any alerts or notifications below.

### Added People

Name	Address	People Title
Andy Director	Weatherbys Thoroughbred Ltd, Sanders Road, Finedon Road Industrial Estate, WELLINGBOROUGH, NN8 4BX	Director

### General questions

The subject of any proceedings of a criminal nature, been charged in connection with any alleged criminal offence, are aware of any circumstances which may lead to you being charged, or been convicted of any criminal offence (Excluding offences which are spent under the Rehabilitation of Offenders Act 1974)?

Answer No

Made the subject of any judgement debt or court award in Great Britain or elsewhere?

Answer No

The director of any company, or partner in any partnership, which has gone into receivership, liquidation (voluntary or compulsory), administration, voluntary arrangement or arrangement with its creditors within the last 10 years?

Answer No

Declared bankrupt, been the subject of an Individual Voluntary Arrangement or other statutory based composition with creditors?

Answer No

### Company details

Company Limited  
A2X XXX 000, A4 XXXXX, Wiltshire, SN1 0 4TE  
/

### Documents

## Adding New People to a Company

### Racing history

Have any directors of the company previously owned a racehorse in any country outside of Great Britain?

Answer: No

Have any directors of the company, their spouse / partner or a family member held any form of licence or permit under the rules governing horse racing in any country outside of Great Britain?

Answer: No

Have any directors of the company, their spouse / partner or a family member been subject to any of the following by any Racing Authority (including Great Britain)?:

Answer: No

Have any directors of the company actively engaged as a Bookmaker or do they have any financial interest in any betting businesses including spread betting businesses, e.g. as a shareholder or director?

Answer: No

### Declaration

The Company agrees to be bound in all respects by the Rules of Racing. \*

The Company has read and understood the Declaration and, to the best of my knowledge and belief, the details I have provided throughout my application are accurate and true. \*

Signed: Weatherbys  
Date: 31/03/2017

[RETURN TO OWNER DETAILS](#)

Click to return to owner's details screen