

# RP CH01

## Correction of a director's date of birth which was incorrectly stated on incorporation



Companies House

✓ **What this form is for**  
You may use this form, in conjunction with form RP02a, to correct a director's date of birth that was incorrectly stated on form IN01.

✗ **What this form is NOT for**  
You should not use this form unless you have also sent form RP02a to rectify the director's date of birth which was incorrectly stated on form IN01.

You cannot use this form to change any other details of a director. To do this, please use form CH01 'Change of director's details'.

For further information, please refer to our guidance at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)



Please send a form RP02a along with this form. You do not need to send another RP02a if you have already rectified the incorrect date of birth on a previous RP02a.

### 1 Company details

Company number

Company name in full

#### → Filling in this form

Please complete in typescript or in bold black capitals.

All fields are mandatory unless specified or indicated by \*

### 2 Director's details on the Register ①

Title\*

Full forename(s)

Surname

#### ① Current details

This information is used to identify the director on the public record

### 3 Correct month and year of birth

Month/year of birth ②

#### ② Month and year of birth

Please provide month and year only. Provide full date of birth in section 3a.

### 4 Signature

I am signing this form on behalf of the company.

Signature

Signature

X

X

#### ③ Person authorised

Under either section 270 or 274 of the Companies Act 2006.

This form may be signed by:

Director, Secretary, Person authorised ③, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.

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**This page is not shown on the public record**



Do not cover this barcode

**3a**

**Director's date of birth**

Please show your corrected full date of birth.

Date of birth

d	d	m	m	y	y	y	y
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## Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name

Company name

Address

Post town

County/Region

Postcode

Country

DX

Telephone



## Checklist

**We may return forms completed incorrectly or with information missing.**

**Please make sure you have remembered the following:**

- The company name and number match the information held on the public Register.
- You have provided the month and year of birth in section 3.
- You have signed the form.
- You have also sent form RP02a to rectify the director's date of birth which was incorrectly stated on incorporation.
- If you are signed up to PROOF, that you file form PRO3 alongside this form.



## Important information

**Please note that all information on this form will appear on the public record, apart from information relating to the day of birth.**



## Where to send

**You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below:**

### **For companies registered in England and Wales:**

The Registrar of Companies, Companies House, Crown Way, Cardiff, Wales, CF14 3UZ. DX 33050 Cardiff.

### **For companies registered in Scotland:**

The Registrar of Companies, Companies House, Fourth floor, Edinburgh Quay 2, 139 Fountainbridge, Edinburgh, Scotland, EH3 9FF. DX ED235 Edinburgh 1 or LP - 4 Edinburgh 2 (Legal Post).

### **For companies registered in Northern Ireland:**

The Registrar of Companies, Companies House, Second Floor, The Linenhall, 32-38 Linenhall Street, Belfast, Northern Ireland, BT2 8BG. DX 481 N.R. Belfast 1.



## Further information

For further information, please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

**This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**