

# OS IN01

## Registration of an overseas company opening a UK establishment



Companies House

### A fee is payable with this form

Please see 'How to pay' on the last page.

✓ **What this form is for**  
You may use this form to register a UK establishment.

✗ **What this form is NOT for**  
You cannot use this form to change the details of an existing company, officer or establishment.

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

## Part 1 Overseas company details (Name)

For official use

### A1 Corporate name of overseas company

Corporate name ①

Do you propose to carry on business in the UK under the corporate name as incorporated in your home state or country, or under an alternative name? → To register using your corporate name, go to <b>Section A3</b> . → To register using an alternative name, go to <b>Section A2</b> .

#### → Filling in this form

Please complete in typescript (10pt or above), or in bold black capitals

All fields are mandatory unless specified or indicated by \*

① This must be the corporate name in the home state or country in which the company is incorporated.

### A2 Alternative name of overseas company \*

Please show the alternative name that the company will use to do business in the UK.

Alternative name (if applicable) ②


② A company may register an alternative name under which it proposes to carry on business in the United Kingdom under Section 1048 of the Companies Act 2006. Once registered it is treated as being its corporate name for the purposes of law in the UK.

### A3 Overseas company name restrictions ③

Please tick the box only if the proposed company name contains sensitive or restricted words or expressions that require you to seek comments of a government department or other specified body.

I confirm that the proposed company name contains sensitive or restricted words or expressions and that approval, where appropriate, has been sought of a government department or other specified body and I attach a copy of their response.

#### ③ Overseas company name restrictions

A list of sensitive or restricted words or expressions that require consent can be found in guidance available on our website:  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

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## Part 2 Overseas company details

### B1 Particulars previously delivered

Have particulars about this company been previously delivered in respect of another UK establishment. ❶

→ No Go to Section B2.

→ Yes Please enter the registration number below and then go to Part 5 of the form. Please note the original UK establishment particulars must be filed up to date.

❶ The particulars are: legal form, identity of register, number in registration, director and secretaries details, whether the company is a credit or financial institution, law, governing law, accounting requirements, objects, share capital, constitution, and accounts.

UK establishment registration number

B	R								
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### B2 Credit or financial institution

Is the company a credit or financial institution? ❷

Yes

No

❷ Please tick one box.

### B3 Company details

If the company is registered in its country of incorporation, please enter the details below.

Legal form ❸

Country of incorporation \*

Identity of register in which it is registered ❹

Registration number in that register

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❸ Please state whether or not the company is limited. Please also include whether the company is a private or public company if applicable.

❹ This will be the registry where the company is registered in its parent country.

### B4 Governing law and accounting requirements

Please give the law under which the company is incorporated.

Governing law ❺

Is the company required to prepare, audit and disclose accounting documents under parent law?

→ Yes Complete the details below.

→ No Go to Part 3.

Please give the period for which the company is required to prepare accounts by parent law.

From

d	d	m	m
---	---	---	---

To

d	d	m	m
---	---	---	---

Please give the period allowed for the preparation and public disclosure of accounts for the above accounting period.

Months

--	--

❺ This means the relevant rules or legislation which regulates the incorporation of companies in that state.

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**B5**

### Latest disclosed accounts

Are copies of the latest disclosed accounts being sent with this form? Please note if accounts have been disclosed, a copy must be sent with the form, and, if applicable, with a certified translation. **1**

Yes.

Please indicate what documents have been disclosed.

Please tick this box if you have enclosed a copy of the accounts.

Please tick this box if you have enclosed a certified translation of the accounts.

Please tick this box if no accounts have been disclosed.

**1** Please tick the appropriate box(es).

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## Part 3 Constitution

### C1 Constitution of company

The following documents must be delivered with this application.

- Certified copy of the company's constitution and, if applicable, a certified translation.

Please tick the appropriate box(es) below.

I have enclosed a certified copy of the company's constitution. **1**

I enclose a certified translation, if applicable. **2**

**1** A certified copy is defined as a copy certified as correct and authenticated by - the secretary or a director of the company, permanent representative, administrator, administrative receiver, receiver manager, receiver and liquidator.

**2** A certified translation into English must be authenticated by the secretary or a director of the company, permanent representative, administrator, administrative receiver, receiver manager, receiver and liquidator.

### C2 Constitutional documents

Are all of the following details in the copy of the constitutional documents of the company?

- Address of principal place of business or registered office in home country of incorporation
- Objects of the Company
- Amount of issued share capital

→ **Yes** Go to **Part 4** 'Officers of the company'

→ **No** If any of the above details are not included in the constitutional documents, please enter them in **Section C3**.

The information is not required if it is contained within the constitutional documents accompanying this registration.

### C3 Information not included in the constitutional documents

Please give the address of principal place of business or registered office in the country of incorporation. **3**

Building name/number

Street

Post town

County/Region

Postcode

Country

Please give the objects of the company and the amount of issued share capital.

Objects of the company **4**

Amount of issued share capital **5**

**3** This address will appear on the public record.

**4** Please give a brief description of the company's business.

**5** Please specify the amount of shares issued and the value.

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## Part 4 Officers of the company

Have particulars about this company been previously delivered in respect of another UK establishment?

- **Yes** Please ensure you entered the registration number in **Section B1** and then go to **Part 5** of this form.
- **No** Complete the officer details.

For a secretary who is an individual, go to **Section D1**; for a corporate secretary, go to **Section E1**; for a director who is an individual, go to **Section F1**; or for a corporate director, go to **Section G1**.

### Continuation pages

Please use a continuation page if you need to enter more officer details.

### Secretary

#### D1 Secretary details<sup>1</sup>

Use this section to list all the secretaries of the company. Please complete **Sections D1-D3**. For a corporate secretary, complete **Sections E1-E5**. Please use a continuation page if necessary.

Full forename(s)	
Surname	
Former name(s) <sup>2</sup>	

#### 1 Corporate details

Please use Sections E1-E5 to enter corporate secretary details.

#### 2 Former name(s)

Please provide any previous names (including maiden or married names) which have been used for business purposes in the last 20 years.

#### D2 Secretary's service address<sup>3</sup>

Building name/number	
Street	
Post town	
County/Region	
Postcode	
Country	

#### 3 Service address

This is the address that will appear on the public record. This does not have to be your usual residential address.

If you provide your residential address here it will appear on the public record.

#### D3 Secretary's authority

Please enter the extent of your authority as secretary. Please tick one box.

Extent of authority	<input type="checkbox"/> Limited <sup>4</sup> <input type="checkbox"/> Unlimited
Description of limited authority, if applicable	Are you authorised to act alone or jointly? Please tick one box.
	<input type="checkbox"/> Alone <input type="checkbox"/> Jointly <sup>5</sup>
If applicable, name(s) of person(s) with whom you are acting jointly	

<sup>4</sup> If you have indicated that the extent of your authority is limited, please provide a brief description of the limited authority in the box below.

<sup>5</sup> If you have indicated that you are not authorised to act alone but only jointly, please enter the name(s) of the person(s) with whom you are authorised to act below.

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### Corporate secretary

**E1**

#### Corporate secretary details<sup>①</sup>

Use this section to list all the corporate secretaries of the company.  
Please complete Sections E1-E3. Please use a continuation page if necessary.

Name of corporate body or firm

Building name/number

Street

Post town

County/Region

Postcode

Country

**① Registered or principal address**  
This is the address that will appear on the public record. This address must be a physical location for the delivery of documents. It cannot be a PO box number (unless contained within a full address) or DX number.

**E2**

#### Legal details

Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.

Legal form of the corporate body or firm

Governing law

If applicable, where the company/firm is registered<sup>②</sup>

If applicable, the registration number

**②** Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register

**E3**

#### Corporate secretary's authority

Please enter the extent of your authority as corporate secretary.  
Please tick one box.

Extent of authority

Limited<sup>①</sup>

Unlimited

Description of limited authority, if applicable

Are you authorised to act alone or jointly? Please tick one box.

Alone

Jointly<sup>②</sup>

If applicable, name(s) of person(s) with whom you are acting jointly

**①** If you have indicated that the extent of your authority is limited, please provide a brief description of the limited authority in the box below.  
**②** If you have indicated that you are not authorised to act alone but only jointly, please enter the name(s) of the person(s) with whom you are authorised to act below.

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### Director

**F1****Director details <sup>①</sup>**

Use this section to list all the directors of the company. Please complete Sections F1-F5. For a corporate director, complete Sections G1-G3. Please use a continuation page if necessary.

Full forename(s)

Surname

Former name(s) <sup>②</sup>Country/State of residence <sup>③</sup>

Nationality

Month/year of birth <sup>④</sup> 

m

m

y

y

y

y

Business occupation (if any) <sup>⑤</sup>**① Corporate details**

Please use Sections G1-G3 to enter corporate director details.

**② Former name(s)**

Please provide any previous names (including maiden or married names) which have been used for business purposes in the last 20 years.

**③ Country/State of residence**

This is in respect of your usual residential address as stated in Section F5.

**④ Month and year of birth**

Please provide month and year only. Provide full date of birth in section F4.

**⑤ Business occupation**

If you have a business occupation, please enter here. If you do not, please leave blank.

**F2****Director's service address <sup>⑥</sup>**

Building name/number

Street

Post town

County/Region

Postcode

Country

**⑥ Service address**

This is the address that will appear on the public record. This does not have to be your usual residential address.

If you provide your residential address here it will appear on the public record.

**F3****Director's authority**

Please enter the extent of your authority as director. Please tick one box.

Extent of authority

Limited <sup>⑦</sup>

Unlimited

Description of limited authority, if applicable

Are you authorised to act alone or jointly? Please tick one box.

Alone

Jointly <sup>⑧</sup>

If applicable, name(s) of person(s) with whom you are acting jointly

**⑦** If you have indicated that the extent of your authority is limited, please provide a brief description of the limited authority in the box below.

**⑧** If you have indicated that you are not authorised to act alone but only jointly, please enter the name(s) of the person(s) with whom you are authorised to act below.

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**F4**

**Director's date of birth** ⓘ

Please complete your full date of birth below.

Date of birth

d	d	m	m	y	y	y	y
---	---	---	---	---	---	---	---

ⓘ **Date of birth**

You must give the full date of birth.

**F5**

**Director's usual residential address** ⓘ

Please complete your usual residential address below.

Building name/number

Street

Post town

County/Region

Postcode

Country

ⓘ **Director's usual residential address**

Please state 'Same as service address' in this section if your usual residential address is 'Same as service address'.

This address cannot be a PO Box, or DX number.

Regulation 25 of the Overseas Companies Regulations 2009.

**Higher protection**®

Only tick the box below if you are in the process of applying for, or have been granted, higher protection by the Registrar from disclosing your usual residential address to credit reference agencies under Regulation 25 of the Overseas Companies Regulations 2009.

**Different postal address:**

If you are applying for, or have been granted, higher protection, please post this whole form to the different postal address below:  
The Registrar of Companies, PO Box 4082, Cardiff, CF14 3WE.

Where you are applying for higher protection with this notice, the application and this form must be posted together.

ⓘ If you are currently in the process of applying for, or have been granted, higher protection, you may wish to check you have not entered your usual residential address in Section F2 as this will appear on the public record.



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### Corporate director

<b>G1</b>	<b>Corporate director details <sup>①</sup></b>	<b>① Registered or principal address</b> This is the address that will appear on the public record. This address must be a physical location for the delivery of documents. It cannot be a PO box number (unless contained within a full address) or DX number.
	Use this section to list all the corporate directors of the company. <b>Please complete G1-G3.</b> Please use a continuation page if necessary.	
Name of corporate body or firm		
Building name/number		
Street		
Post town		
County/Region		
Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Country		

<b>G2</b>	<b>Legal details</b>	<b>②</b> Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register
	Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.	
Legal form of the corporate body or firm		
Governing law		
If applicable, where the company/firm is registered <sup>②</sup>		
If applicable, the registration number		

<b>G3</b>	<b>Corporate director's authority</b>	<b>①</b> If you have indicated that the extent of your authority is limited, please provide a brief description of the limited authority in the box below.  <b>②</b> If you have indicated that you are not authorised to act alone but only jointly, please enter the name(s) of the person(s) with whom you are authorised to act below.
	Please enter the extent of your authority as corporate director. Please tick one box.	
Extent of authority	Limited <sup>①</sup> Unlimited	
Description of limited authority, if applicable	Are you authorised to act alone or jointly? Please tick one box.  Alone Jointly <sup>②</sup>	
If applicable, name(s) of person(s) with whom you are acting jointly		

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## Part 5 UK establishment details

### H1 Documents previously delivered - constitution

Has the company previously registered a certified copy of the company's constitution with material delivered in respect of another UK establishment?

- **No** Go to **Section H3**.
- **Yes** Please enter the UK establishment number below and then go to **Section H2**.

UK establishment registration number

B	R								
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### H2 Documents previously delivered – accounting documents

Has the company previously delivered a copy of the company's accounting documents with material delivered in respect of another UK establishment?

- **No** Go to **Section H3**.
- **Yes** Please enter the UK establishment number below and then go to **Section H3**.

UK establishment registration number

B	R								
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### H3 Delivery of accounts and reports

This section **must** be completed. Please state if the company intends to comply with accounting requirements with respect to this establishment or in respect of another UK establishment. <sup>①</sup>

- In respect of this establishment. Please go to **Section H4**.
- In respect of another UK establishment. Please give the registration number below, then go to **Section H4**.

<sup>①</sup> Please tick the appropriate box.

UK establishment registration number

B	R								
---	---	--	--	--	--	--	--	--	--

### H4 Particulars of UK establishment <sup>①</sup>

You **must** enter the name and address of the UK establishment.

Name of establishment

--

Building name/number

--

Street

--

Post town

--

County/Region

--

Postcode

--	--	--	--	--	--	--	--	--	--

Country

--

Please give the date the establishment was opened and the business of the establishment.

Date establishment opened

d	d			m	m			y	y	y	y
---	---	--	--	---	---	--	--	---	---	---	---

Business carried on at the UK establishment

--

<sup>①</sup> **Address**  
This is the address that will appear on the public record.

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## Part 6 Permanent representative

Please enter the name and address of every person authorised to represent the company as a permanent representative of the company in respect of the UK establishment.

### J1 Permanent representative's details

Please use this section to list all the permanent representatives of the company. Please complete Sections J1-J4.

#### Continuation pages

Please use a continuation page if you need to enter more details.

Full forename(s)

Surname

### J2 Permanent representative's service address ①

Building name/number

Street

Post town

County/Region

Postcode

Country

#### ① Service address

This is the address that will appear on the public record. This does not have to be your usual residential address.

If you provide your residential address here it will appear on the public record.

### J3 Permanent representative's authority

Please enter the extent of your authority as permanent representative. Please tick one box.

Extent of authority

Limited ②

Unlimited

Description of limited authority, if applicable

Are you authorised to act alone or jointly? Please tick one box.

Alone

Jointly ③

If applicable, name(s) of person(s) with whom you are acting jointly

② If you have indicated that the extent of your authority is limited, please provide a brief description of the limited authority in the box below.

③ If you have indicated that you are not authorised to act alone but only jointly, please enter the name(s) of the person(s) with whom you are authorised to act below.



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**J4 Permanent representative's usual residential address ①**

	Please complete your usual residential address below.						
Building name/number							
Street							
Post town							
County/Region							
Postcode							
Country							

**① Permanent representative's usual residential address**  
 Please state 'Same as service address' in this section if your usual residential address is 'Same as service address'.  
 This address cannot be a PO Box or DX number.

Regulation 25 of the Overseas Companies Regulations 2009.

**Higher protection<sup>②</sup>**

Only tick the box below if you are in the process of applying for, or have been granted, higher protection by the Registrar from disclosing your usual residential address to credit reference agencies under Regulation 25 of the Overseas Companies Regulations 2009.

**Different postal address:**

If you are applying for, or have been granted, higher protection, please post this whole form to the different postal address below:  
 The Registrar of Companies, PO Box 4082, Cardiff, CF14 3WE.

Where you are applying for higher protection with this notice, the application and this form must be posted together.

**②** If you are currently in the process of applying for, or have been granted, higher protection, you may wish to check you have not entered your usual residential address in Section J2 as this will appear on the public record.



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## Part 7 Person authorised to accept service

Does the company have any person(s) in the UK authorised to accept service of documents on behalf of the company in respect of its UK establishment?

→ **Yes** Please enter the name and service address of every person(s) authorised below.

→ **No** Tick the box below then go to **Part 8** 'Signature'.

If there is no such person, please tick this box.

## K1 Details of person authorised to accept service of documents in the UK

Please use this section to list all the persons' authorised to accept service below. Please complete **Sections K1-K2**.

### Continuation pages

Please use a continuation page if you need to enter more details.

Full forename(s)

Surname

## K2 Service address of person authorised to accept service <sup>1</sup>

Building name/number

Street

Post town

County/Region

Postcode

Country

### <sup>1</sup> Service address

This is the address that will appear on the public record. This does not have to be your usual residential address. Please note, a DX address would not be acceptable.

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## Part 8

## Signature

	This must be completed by all companies.	
	I am signing this form on behalf of the company.	
Signature	<small>Signature</small> <b>X</b>	<b>X</b>
	This form may be signed by: Director, Secretary, Permanent representative.	

# OS IN01

## Registration of an overseas company opening a UK establishment



### 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 overseas corporate name on the form matches the constitutional documents exactly.
- You have included a copy of the appropriate correspondence in regard to sensitive words, if appropriate.
- You have included certified copies and certified translations of the constitutional documents, if appropriate.
- You have included a copy of the latest disclosed accounts and certified translations, if appropriate.
- You have completed all of the company details in Section B3 if the company has not registered an existing establishment.
- You have complete details for all company secretaries and directors in Part 4 if the company has not registered an existing establishment.
- Any addresses given must be a physical location. They cannot be a PO Box number (unless part of a full service address) DX number.
- You have completed details for all permanent representatives in Part 6 and persons authorised to accept service in Part 7.
- You have signed the form.
- You have enclosed the correct fee.



### Important information

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



### How to pay

**A fee of £20 is payable to Companies House in respect of a registration of an overseas company.** Make cheques or postal orders payable to 'Companies House.'



### 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:**

#### England and Wales:

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

#### Scotland:

The Registrar of Companies, Companies House, Fourth floor, Edinburgh Quay 2, 139 Fountainbridge, Edinburgh, Scotland, EH3 9FF.  
DX ED235 Edinburgh 1.

#### 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.

#### Higher protection

If you are applying for, or have been granted, higher protection, please post this whole form to the different postal address below:  
The Registrar of Companies, PO Box 4082, Cardiff, CF14 3WE.



### 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)**