

OS AP01

Appointment of director of an overseas company



Companies House

What this form is for
You may use this form to appoint
an individual as a director of an
overseas company.

What this form is NOT for
You cannot use the form to appoint
a corporate director of an overseas
company. To do this, please use form
OS AP02 'Appointment of corporate
director of an overseas company'.

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Overseas company details

Company number	<input type="text"/>
Company name in full or alternative name as registered in the UK	<input type="text"/>

→ **Filling in this form**
Please complete in typescript or in
bold black capitals.

All fields are mandatory unless
specified or indicated by *

2 Date of director's appointment

Date of appointment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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3 New director's details

Title*	<input type="text"/>
Full forename(s)	<input type="text"/>
Surname	<input type="text"/>
Former name(s) ①	<input type="text"/>
Country/State of residence ②	<input type="text"/>
Nationality	<input type="text"/>
Month/year of birth ③	<input checked="" type="text"/> <input checked="" type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Business occupation (if any) ④	<input type="text"/>

① **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.

Continue in Section 8 if required.

② **Country/State of residence**
This is in respect of your usual
residential address as stated in
Section 4a.

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

④ **Business occupation**
If you have a business occupation,
please enter here. If you do not,
please leave blank.

4 New director's service address ⑤

	Please complete your service address below. You must also complete your usual residential address in Section 4a .
Building name/number	<input type="text"/>
Street	<input type="text"/>
Post town	<input type="text"/>
County/Region	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text"/>

⑤ **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.



This page is not shown on the public record



Do not cover this barcode

3a New director's date of birth ①

Please complete your full date of birth below.

Date of birth	d	d	m	m	y	y	y	y
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① Date of birth
You must give the full date of birth.

4a New director's usual residential address ②

Please complete your usual residential address below.

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

② New 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 cannot be a PO Box, DX or LP (Legal Post in Scotland) number.

Regulation 25 of the Overseas Companies Regulations 2009.

Higher protection ③

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.

③ 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 4 as this will appear on the public record.



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5	Director's authority	
	Please enter the extent of your authority as director. Please tick one box.	
Extent of authority	<input type="checkbox"/> Limited ❶ <input type="checkbox"/> Unlimited	❶ 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. ❷ 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.
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 ❷	
If applicable, name(s) of person(s) with whom you are acting jointly		

6	UK establishments	
	A return must be delivered in respect of any alteration to the company particulars by each UK establishment. If, however, a company has more than one UK establishment, it may deliver only one form in respect of all those UK establishments, provided it completes the table below.	
	UK establishment name	Registration number

7	Signature	
Signature	Signature X	X
	This form may be signed and authorised by: Director, Secretary, Permanent representative.	

8	Additional former name(s) (continued from Section 3)	
Former name(s) ❸		❸ Additional former names Use this space to enter any additional names.

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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 as registered in the UK match the information held on the public Register.
- You have completed the date of appointment.
- You have included all former names used for business purposes over the last 20 years.
- You have completed the nationality box in Section 3.
- You have provided a correct date of birth.
- You have provided a business occupation if there is one.
- You have provided both the service address and the usual residential address.
- Addresses must be a physical location. They cannot be a PO Box number (unless part of a full service address), DX or LP (Legal Post in Scotland) number.
- You have enclosed a relevant higher protection application if applying for this at the same time as completing this form.
- You have entered the extent of the director's authority in Section 6.
- You have completed Section 6, if applicable.
- You have signed the form.



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.



Where to send

You may return this form to any Companies House address:

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
or LP - 4 Edinburgh 2 (Legal Post).

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 or email 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