

OS CH03

Change of details of a director of an overseas company



Companies House

What this form is for
You may use this form to change
the details of an individual who is
a director of an overseas company.

What this form is NOT for
You cannot use this form to change
the details of a corporate director.
To do this, please use form OS CH04
'Change of details of a 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 Director's current details on the Register ¹

Month/year of birth*	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Title*	<input type="text"/>
Full forename(s)	<input type="text"/>
Surname	<input type="text"/>

1 Current details
This information is used to identify
your details on the public record.

2 This is voluntary information and if
completed it will be placed on the
public record.

3 Date of change of details

Date of change of details	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Please complete the appropriate sections to indicate which of your details have changed.

4 Change of name details

	Please enter your new name.
Title*	<input type="text"/>
Full forename(s)	<input type="text"/>
Surname	<input type="text"/>

5 Change of service address ²

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"/>

2 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.

Please complete Section 5a if your
usual residential address
has changed.



This page is not shown on the public record



Do not cover this barcode

5a Change of usual residential address ^①

	Please complete this section if you have changed your usual residential address.						
Building name/number							
Street							
Post town							
County/Region							
Postcode							
Country							

① Change of director's usual residential address
Please state 'Same as service address' in this section if your usual residential address is the 'Same as service address'.

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



OS CH03

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6 Change of other details

Change of Country/ State of residence		
Change of nationality		
Change of business occupation		



7 Authority of director

Is there a change in authority? → Yes Complete the sections below. → No Go to Section 8 (UK establishments).		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.
Extent of authority	Please enter the extent of your authority as director. Please tick one box. <input type="checkbox"/> Limited 1 <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 2	
If applicable, name(s) of person(s) with whom you are acting jointly		

8 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	

9 Signature

I am signing this form on behalf of the overseas company.		
Signature	 	
This form may be signed by: Director, Secretary, Permanent representative.		

OS CH03

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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 in Section 3 the date of change of details.
- Any new address 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 entered the relevant change of details.
- You have completed Section 8, 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.



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