

Companies House Electronic Filing Service

Presenter Account Application

(To File Non-fee Bearing Documents Only)

Please note: Some fields are Mandatory. The form will be returned if these fields are not completed.

Please complete and send by email to: chdfinance@companieshouse.gov.uk
or by post to Finance Section, Companies House, Crown Way, Cardiff, CF14 3UZ

If completing by hand please use black ink in BLOCK CAPITALS

1 Presenter's Details (Mandatory)

Company/ LLP Name	
Company/ LLP Registered Number	

2 Are you an existing Companies House Presenter? (Mandatory)

☐ YES , If YES please provide existing presenter ID below ☐ No

EF Presenter ID

3 Customer Contact Details (Mandatory)

Title	Surname
Forename(s)	Job Title
Department	
Address	
Postcode	Telephone
Fax	email

4 Do you require this account for:

☐ Software Filing ☐ WebFiling ☐ Both



Companies House

Companies House is an Executive Agency of the Department for Business, Innovation and Skills (BIS)

5

Please supply an email address below to be used for service updates, and within Software Filing for processing (80 characters maximum) (Mandatory)

6

Authorised Signature (Mandatory)

Date

for official use only							
Account no							Date Rec'd Fin:
db ud:			admin		FIN		Sign On:
Letter sent:							Proposed CL:
Suspend off:							Sin:
Contract							Password:
Refs: CCN Trade Refs							Finance Dept:
Promotional Code:							Authorised by:

Electronic Filing Service Account

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User Information

1 Presenter Identifier and Presenter Authentication Code

1.1 When the Customer's application is approved, Companies House will allocate a Presenter Identifier and Presenter Authentication Code to the Customer.

1.2 The allocated Presenter Authentication Code can be changed by requesting Companies House to allocate a new code to the Customer.

1.3 If Companies House has a reason to believe the Presenter Authentication Code or Presenter Identifier have been discovered and/or used by a person without the knowledge, consent or permission, express or implied of the Customer, and on such occasion as Companies house may deem reasonably necessary, Companies House may withdraw the Presenter Authentication Code and allocate replacement(s) to the Customer.

1.4 Companies House may reveal or disclose the Presenter Authentication Code and Presenter Identifier in addition to the Customer name, address and telephone number of a Customer to any person to satisfy the legal demand of a government body, court of law or other competent tribunal or as required by any applicable law, rule or regulation.

1.5 The Presenter Authentication Code and Presenter Identifier allocated to the Customer by Companies House are confidential and personal to the Customer and it is the Customer's responsibility to keep its Presenter Authentication Code and Presenter Identifier safeguarded.

1.6 The Customer shall notify Companies House immediately if it suspects that a person has discovered or is making use of the Presenter Authentication Code or Presenter Identifier without the consent or permission of the Customer.

2 Termination/Suspension

2.1 Companies House reserves the right at its discretion and without prior written notice to terminate or suspend availability of the Customer's Electronic Filing Services Account and will notify the Customer in writing of any such termination or suspension.

2.2 Any exercise by Companies House of its right of suspension shall not exclude its rights subsequently to terminate the Customer's Electronic Filing Services Account.

2.3 Upon termination or suspension of the Customer's Electronic Filing Services Account howsoever arising the following provisions shall apply:

2.4 termination or suspension shall not prejudice or affect any right or action or remedy which shall have accrued or shall thereafter accrue to the Customer or Companies House.

Privacy Notice for Credit and Non-credit Customers

Companies House takes your privacy seriously and will only use your personal information to administer your account and to provide the services you have requested from us in line with the contract signed by both parties. The controller for the personal data processed by Companies House is the Registrar. This means it is the Registrar who decides why and how your data is processed.

Your personal information will not be used for automatic decision making (making decisions solely by automated means without any human involvement) or profiling (automated processing of personal data to evaluate certain things about an individual).

We will share your data, including names & addresses and bank details with relevant third party processors, such as banks, in order to facilitate transactions relating to the agreement between our organisations.

We will ensure that your details held on our systems are secure and can be updated only by explicit instruction from the designated account holder received from an authorised email address established on our systems when the application is approved, or subsequently amended.

Your details will be retained on our systems to enable you to continue to receive our services. We will also retain your details for six years after you unsubscribe from our services in line with HMRC rules.

The General Data Protection Regulation (GDPR) provides certain rights that individuals may exercise in respect of their own personal data. If you would like to exercise any of the rights in the GDPR, in respect of personal data you have submitted to Companies House, please contact the Data Protection Officer (DPO) using the contact details below. Please note that there may be some circumstances in which your request cannot be complied with – for instance if we have a legal obligation to keep data, or to process it in a particular way. All requests to exercise GDPR rights will be handled on a case by case basis.

If you are dissatisfied with the way we are managing your personal data, please let us know in the first instance by writing to the Data Protection Officer at dpo@companieshouse.gov.uk.

You may also raise your concerns, at any time with the Information Commissioners Office. For information on how to do this please visit - <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>