

Companies House Electronic Filing Service

Application to Register as a Lender for Filing Electronic Charge Documents

Please complete the form, print it, sign it and return it to: Finance Section, Companies House, Crown Way, Cardiff CF14 3UZ.

If completing by hand, please use BLOCK CAPITALS

1 Presenter's Details

Company, LLP or Person's Name	
If the presenter's name is for a company or LLP, please enter the company or LLP's registered number	
If you already have a presenter ID for the presenter's name supplied above, please enter it here	

2 Customer Contact Details

Title	Job Title
Forename(s)	Department
Surname	
Address	
Postcode	Telephone
Email address	

3 Email address for service updates

Please supply an email address which can be used for service updates and also for receiving electronic messages via Software Filing. (Maximum of 80 characters)



4 Payment by credit account

You may pay to file chargeable documents by account, credit/debit card or PayPal. You may apply for an online credit account only if you intend to file at least 10 chargeable documents a year. If you wish to pay by account, please complete this section. If you wish to pay by any other means, please go to section 5.

Credit accounts are opened and operated subject to the terms set out on the back of this form. In applying for credit, you agree to be bound by these terms if your application is accepted.

<input type="checkbox"/> Private limited company	<input type="checkbox"/> Public limited company	<input type="checkbox"/> Partnership
<input type="checkbox"/> Unlimited company	<input type="checkbox"/> LLP	<input type="checkbox"/> Sole trader
<input type="checkbox"/> Public sector	<input type="checkbox"/> Other (please specify): _____	

Number of years in business _____ Main business activity _____

Annual turnover _____ Number of employees _____

Expected value of monthly business: _____

Are you an existing Companies-House customer? Yes No

If you have answered "yes" to the question above, please provide details:

Companies House Direct account number: _____

Postal search account number: _____

Directory products (customer services) account number: _____

Other (please specify) account number: _____

Please supply two trade references.

Note: if you are applying as an individual rather than an organisation, you need not provide trade references.

Contact name _____

Company name _____

Address _____

Postcode _____ Telephone _____

email address _____

Contact name _____

Company name _____

Address _____

Postcode _____ Telephone _____

Email address _____

You will receive an email from us when your latest invoice is available. Please supply an email address to be used for this purpose. If possible, please select an email address which can be accessed by more than one person.

5 Signature

I apply to become a subscriber to the Companies-House electronic-filing service. I accept the terms and conditions supplied with this form.

Signature:

Date

Please return this form to: Companies House, Finance Section, Companies House, Crown Way, Cardiff CF14 3UZ.

Following receipt of this form, Companies House will create three codes for you: a presenter ID, presenter authentication code and a lender authentication code. These will be sent to you in two separate letters posted to the address you have supplied on this form.

You will be required to use these codes when filing charge documents electronically. Further details on the electronic services can be found on our website: www.companieshouse.gov.uk.

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:

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/>

Please fill in the whole form using a ball point pen and send to:

Companies House
Crown Way
Maindy
Cardiff
CF14 3UZ



Instruction to your Bank or Building Society to pay by Direct Debit

Name(s) of Account Holder(s):

Originator's Identification:

6	7	6	8	1	9
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Bank/Building Society Account Number:

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

Branch Sort Code:

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

Name and full postal address of your Bank or Building Society

To The Manager	Bank/Building Society
Address	
Postcode	

FOR Companies House
OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society

Instruction to your Bank/Building Society

Please pay Companies House Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand this instruction may remain with Companies House and if do, details will be passed to my Bank/Building Society

Signature(s)
Date

Account Number:

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Bank and Building Societies may not accept Direct Debit instructions from some type of accounts

The Direct Debit Guarantee
(this guarantee should be detached and retained by the Payer)



- This guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of this scheme is monitored and protected by your own Bank and Building Society.
- If the amount to be paid or the payment dates change Companies House will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Companies House or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy to the letter to us.