



Companies House

# AP01

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## Appointment of director

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Use the [online service](#) to update your information as quickly as possible.

Or visit:

**[gov.uk/file-changes-to-a-company-with-companies-house](https://gov.uk/file-changes-to-a-company-with-companies-house)**

**It takes longer to  
process paper forms  
sent to us by post**

# AP01

## Appointment of director



Companies House



Go online to file this information  
[gov.uk/companieshouse](http://gov.uk/companieshouse)

✓ **What this form is for**  
You may use this form to appoint  
an individual as a director.

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

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

### 1 Company details

Company number

Company name in full

#### → 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

d  d  m  m  y  y  y  y

### 3 New director's details

Title\*

Full forename(s)

Surname

Former name(s) <sup>①</sup>

Country/State of  
residence <sup>②</sup>

Nationality

Month/year of birth <sup>③</sup>

m  m  y  y  y  y

Business occupation  
(if any) <sup>④</sup>

#### 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 7 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 <sup>⑤</sup>

Please complete the service address below. You must also complete the  
director's usual residential address in **Section 4a**.

Building name/number

Street

Post town

County/Region

Postcode

Country

#### ⑤ Service address

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

Please state 'The Company's  
Registered Office' if your service  
address is recorded in the company's  
register of directors as the  
company's registered office.

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 <sup>①</sup>**

Please complete your full date of birth below.

Date of birth

	d		m	m		y	y	y	y
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**① Date of birth**

You must give the full date of birth. The day (dd) will not appear on the public record unless the company has elected to keep directors' information on the public register

**4a**

**New director's usual residential address <sup>②</sup>**

Please complete your usual residential address below.

Building name/number

Street

Post town

County/Region

Postcode

Country

**② New director's usual residential address**

Please state 'Same as service address' in this section if your usual residential address is recorded in the company's register of director's residential addresses as 'Same as service address'.

You cannot use 'Same as service address' if your service address has been stated in Section 4 as 'The Company's Registered Office'. You will need to complete the address in full.

This cannot be a PO Box, or DX number.

**Section 243 exemption <sup>③</sup>**

Only tick the box below if you are in the process of applying for, or have been granted, exemption by the Registrar from disclosing your usual residential address to credit reference agencies under section 243 of the Companies Act 2006.

**Different postal address:**

If you are applying for, or have been granted, a section 243 exemption, 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 a section 243 exemption 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, a section 243 exemption, you may wish to check you have not entered your usual residential address in Section D2 as this will appear on the public record.

# AP01

## Appointment of director

**5**

### Consent to act

Please tick the box to confirm consent.

The company confirms that the person named in section 3 has consented to act as a director of the company named in section 1.

**6**

### Authentication

Name

Enter your printed name. You do not need to include a signature.

This form may be authenticated by:

Director<sup>❶</sup>, Secretary, Person authorised<sup>❷</sup>, Administrator, Administrative Receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.

#### ❶ UK Societas

If the form is being filed on behalf of a UK Societas (UKS) please delete 'director' and insert details of which organ of the UKS the person authenticating has membership.

#### ❷ Person authorised

Under either section 270 or 274 of the Companies Act 2006.

**7**

### Additional former names (continued from Section 3)

Former names <sup>❸</sup>


#### ❸ Additional former names

Use this space to enter any additional names.

# AP01

## Appointment of director



### 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 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.
- ☐ You have provided the month and year of birth in section 3.
- ☐ You have provided a business occupation if you have one.
- ☐ You have provided your full date of birth in section 3a.
- ☐ 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 section 243 application if applying for this at the same time as completing this form.
- ☐ You have ticked the consent to act statement.
- ☐ You have authenticated 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 can upload certain forms to Companies House instead of sending them by post.

If you need to post your form, you must send it to the correct address.

For more information on where to send the form visit:

**[gov.uk/companies-house/offices](https://gov.uk/companies-house/offices)**

#### Section 243 exemption

If you are applying for, or have been granted a section 243 exemption, 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 [gov.uk/companieshouse](https://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 our website: [gov.uk/companieshouse](https://gov.uk/companieshouse)**