

# 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: [gov.uk/companieshouse](http://gov.uk/companieshouse)

### 1 Overseas company details

Company number

Company name in full or alternative name as registered in the UK

**→ 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

### 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>

**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 A2.

**3 Month and year of birth**  
Please provide month and year only. Provide full date of birth in section A1.

### 4 New director's service address <sup>4</sup>

Please complete your service address below. You must also complete your usual residential address in **section A2**.

Building name/number

Street

Post town

County/Region

Postcode

Country

**4 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

**A1** New director's date of birth <sup>1</sup>

Please complete your full date of birth below.

Date of birth 

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**1** Date of birth  
You must give the full date of birth.

**A2** New director's usual residential address <sup>2</sup>

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.

**A3** Have you applied to protect your details?

Regulation 25 of the Overseas Companies Regulations 2009.

**Higher protection** <sup>3</sup>

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.



**This page is not shown on the public record**



Do not cover this barcode

**A4** Director's identity verification details



Tick the box to confirm identity verification.

**The person appointed as a director has verified their identity in accordance with the Companies Act 2006.**<sup>1</sup>

Give the director's Companies House personal code.

Companies House personal code<sup>2</sup>

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- 1 Identity verification statement**  
Under section 1110A of the Companies Act 2006.
- 2 Companies House personal code**  
This is an 11 character code that is given to a person after they've verified their identity with Companies House.

**A5** Does the name you've provided for this director match their verified name?<sup>3</sup>

If the names do not match, tell us why. \*

- Legally changed name
- Preferred name
- Translation or a different naming convention
- Prefer not to say

**3**This is not statutory information.  
We may contact you for more information if the name you've provided for this director does not match their verified name.



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| <b>5</b>   | <b>Director's authority</b>   |  |
|  | Please enter the extent of your authority as director. Please tick one box. |  |
| Extent of authority  | Limited ❶<br>Unlimited  | <b>❶</b> 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.<br><b>❷</b> 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.            |  |
|  | Alone<br>Jointly ❷  |  |
| If applicable, name(s) of person(s) with whom you are acting jointly |   |  |

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| <b>6</b> | <b>UK establishments</b>   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|          | 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  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|----------|--|--|
| <b>7</b> | <b>Authentication</b>  |  |
| Name     | Enter your printed name. You do not need to include a signature.<br><input type="text"/> |  |
|          | This form may be authenticated by:<br>Director, Secretary, Permanent representative.     |  |

|                  |  |   |
|------------------|--|---|
| <b>8</b>         | <b>Additional former name(s)</b> (continued from section 3)                                  |   |
| Former name(s) ❸ | <input type="text"/><br><input type="text"/><br><input type="text"/><br><input type="text"/> | <b>❸ Additional former names</b><br>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 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 provided the identity verification details for the director
- 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, day of birth and identity verification details.**



### 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://www.gov.uk/companies-house/offices)**

#### 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 [gov.uk/companieshouse](https://www.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://www.gov.uk/companieshouse)**