

# OS IN01

## Registration of an overseas company opening a UK establishment



Companies House

**A fee is payable with this form**

Please see 'How to pay' on the last page.



**What this form is for**

You may use this form to register a  
UK establishment.



**What this form is NOT for**

You cannot use this form to change  
the details of an existing company,  
officer or establishment.

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

### Part 1

### Overseas company details (Name)

For official use

#### A1

#### Corporate name of overseas company

Corporate name <sup>1</sup>


Do you propose to carry on business in the UK under the corporate name as  
incorporated in your home state or country, or under an alternative name?

→ To register using your corporate name, go to **Section A3**.

→ To register using an alternative name, go to **Section A2**.

**→ Filling in this form**

Please complete in typescript (10pt  
or above), or in bold black capitals

All fields are mandatory unless  
specified or indicated by \*

<sup>1</sup> This must be the corporate name in  
the home state or country in which  
the company is incorporated.

#### A2

#### Alternative name of overseas company \*

Alternative name  
(if applicable) <sup>2</sup>

Please show the alternative name that the company will use to do business  
in the UK.


<sup>2</sup> A company may register an  
alternative name under which it  
proposes to carry on business in the  
United Kingdom under Section 1048  
of the Companies Act 2006. Once  
registered it is treated as being its  
corporate name for the purposes of  
law in the UK.

#### A3

#### Overseas company name restrictions<sup>3</sup>

Please tick the box only if the proposed company name contains sensitive or  
restricted words or expressions that require you to seek comments of a  
government department or other specified body.

I confirm that the proposed company name contains sensitive or  
restricted words or expressions and that approval, where appropriate,  
has been sought of a government department or other specified body  
and I attach a copy of their response.

**<sup>3</sup> Overseas company name  
restrictions**

A list of sensitive or restricted words  
or expressions that require consent  
can be found in guidance available  
on our website:  
[gov.uk/companieshouse](http://gov.uk/companieshouse)

## Part 2 Overseas company details

B1

### Particulars previously delivered

Have particulars about this company been previously delivered in respect of another UK establishment. <sup>①</sup>

→ No Go to **Section B2**.

→ Yes Please enter the registration number below and then go to **Part 5** of the form. Please note the original UK establishment particulars must be filed up to date.

<sup>①</sup> The particulars are: legal form, identity of register, number in registration, director and secretaries details, whether the company is a credit or financial institution, law, governing law, accounting requirements, objects, share capital, constitution, and accounts.

UK establishment  
registration number

B R

B2

### Credit or financial institution

Is the company a credit or financial institution? <sup>②</sup>

Yes

No

<sup>②</sup> Please tick one box.

B3

### Company details

If the company is registered in its country of incorporation, please enter the details below.

Legal form <sup>③</sup>

Country of  
incorporation\*

Identity of register  
in which it is  
registered <sup>④</sup>

Registration number  
in that register

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<sup>③</sup> Please state whether or not the company is limited. Please also include whether the company is a private or public company if applicable.

<sup>④</sup> This will be the registry where the company is registered in its parent country.

B4

### Governing law and accounting requirements

Please give the law under which the company is incorporated.

Governing law <sup>⑤</sup>


Is the company required to prepare, audit and disclose accounting documents under parent law?

→ Yes Complete the details below.

→ No Go to **Part 3**.

Please give the period for which the company is required to prepare accounts by parent law.

From

d d m m

To

d d m m

Please give the period allowed for the preparation and public disclosure of accounts for the above accounting period.

Months

<sup>⑤</sup> This means the relevant rules or legislation which regulates the incorporation of companies in that state.

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**B5**

### Latest disclosed accounts

Are copies of the latest disclosed accounts being sent with this form? Please note if accounts have been disclosed, a copy must be sent with the form, and, if applicable, with a certified translation. **1**

Yes.

Please indicate what documents have been disclosed.

Please tick this box if you have enclosed a copy of the accounts.

Please tick this box if you have enclosed a certified translation of the accounts.

Please tick this box if no accounts have been disclosed.

**1** Please tick the appropriate box(es).

## Part 3 Constitution

### C1 Constitution of company

The following documents must be delivered with this application.

- Certified copy of the company's constitution and, if applicable, a certified translation.

Please tick the appropriate box(es) below.

I have enclosed a certified copy of the company's constitution. ❶

I enclose a certified translation, if applicable. ❷

❶ A certified copy is defined as a copy certified as correct and authenticated by - the secretary or a director of the company, permanent representative, administrator, administrative receiver, receiver manager, receiver and liquidator.

❷ A certified translation into English must be authenticated by the secretary or a director of the company, permanent representative, administrator, administrative receiver, receiver manager, receiver and liquidator.

### C2 Constitutional documents

Are all of the following details in the copy of the constitutional documents of the company?

- Address of principal place of business or registered office in home country of incorporation
- Objects of the Company
- Amount of issued share capital

→ Yes Go to **Part 4** 'Officers of the company'

→ No If any of the above details are not included in the constitutional documents, please enter them in **Section C3**.

The information is not required if it is contained within the constitutional documents accompanying this registration.

### C3 Information not included in the constitutional documents

Please give the address of principal place of business or registered office in the country of incorporation. ❸

Building name/number

Street

Post town

County/Region

Postcode

Country

Please give the objects of the company and the amount of issued share capital.

Objects of the company ❹

Amount of issued share capital ❺

❸ This address will appear on the public record.

❹ Please give a brief description of the company's business.

❺ Please specify the amount of shares issued and the value.

## Part 4

## Officers of the company

Have particulars about this company been previously delivered in respect of another UK establishment?

- **Yes** Please ensure you entered the registration number in **Section B1** and then go to **Part 5** of this form.
- **No** Complete the officer details.

For a secretary who is an individual, go to **Section D1**; for a corporate secretary, go to **Section E1**; for a director who is an individual, go to **Section F1**; or for a corporate director, go to **Section G1**.

**Continuation pages**

Please use a continuation page if you need to enter more officer details.

## Secretary

**D1**Secretary details<sup>①</sup>

Use this section to list all the secretaries of the company.  
Please complete **Sections D1-D3**. For a corporate secretary, complete **Sections E1-E5**. Please use a continuation page if necessary.

Full forename(s)

Surname

Former name(s)<sup>②</sup>**① Corporate details**

Please use Sections E1-E5 to enter corporate secretary details.

**② 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.

**D2**Secretary's service address<sup>③</sup>

Building name/number

Street

Post town

County/Region

Postcode

Country

**③ 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.

**D3**

## Secretary's authority

Please enter the extent of your authority as secretary. Please tick one box.

Extent of authority

Limited <sup>④</sup>

Unlimited

Description of limited authority, if applicable

Are you authorised to act alone or jointly? Please tick one box.

Alone

Jointly <sup>⑤</sup>

If applicable, name(s) of person(s) with whom you are acting jointly

**④** 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.

**⑤** 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.

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### Corporate secretary

<b>E1</b>	<b>Corporate secretary details<sup>①</sup></b>	
	Use this section to list all the corporate secretaries of the company. <b>Please complete Sections E1-E3.</b> Please use a continuation page if necessary.	
Name of corporate body or firm		<b>① Registered or principal address</b> This is the address that will appear on the public record. This address must be a physical location for the delivery of documents. It cannot be a PO box number (unless contained within a full address), DX or LP (Legal Post in Scotland) number.
Building name/number		
Street		
Post town		
County/Region		
Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Country		
<b>E2</b>	<b>Legal details</b>	
	Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.	<b>②</b> Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register
Legal form of the corporate body or firm		
Governing law		
If applicable, where the company/firm is registered <sup>②</sup>		
If applicable, the registration number		
<b>E3</b>	<b>Corporate secretary's authority</b>	
	Please enter the extent of your authority as corporate secretary. Please tick one box.	<b>①</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.  <b>②</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.
Extent of authority	<input type="checkbox"/> Limited <sup>①</sup> <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 <sup>②</sup>	
If applicable, name(s) of person(s) with whom you are acting jointly		

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## Registration of an overseas company opening a UK establishment

### Director

**F1**

#### Director details <sup>①</sup>

Use this section to list all the directors of the company. Please complete **Sections F1-F7**. For a corporate director, complete **Sections G1-G3**. Individual directors must have verified their identity in accordance with s1110A of the Companies Act 2006. Please use a continuation page if necessary.

Full forename(s)

Surname

Former name(s) <sup>②</sup>Country/State of residence <sup>③</sup>

Nationality

Month/year of birth <sup>④</sup>**X X**

m

m

y

y

y

y

**① Corporate details**

Please use Sections G1-G3 to enter corporate director details.

**② 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.

**③ Country/State of residence**

This is in respect of your usual residential address as stated in Section F5.

**④ Month and year of birth**

Please provide month and year only. Provide full date of birth in section F4.

**F2**

#### Director's service address <sup>⑥</sup>

Building name/number

Street

Post town

County/Region

Postcode

Country

**⑥ 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.

**F3**

#### Director's authority

Please enter the extent of your authority as director. Please tick one box.

Extent of authority

Limited <sup>⑦</sup>

Unlimited

Description of limited authority, if applicable

Are you authorised to act alone or jointly? Please tick one box.

Alone

Jointly <sup>⑧</sup>

If applicable, name(s) of person(s) with whom you are acting jointly

**⑦** 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.

**⑧** 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.

**This page is not shown on the public record****Do not cover this barcode****F4****Director's date of birth<sup>①</sup>**

Please complete your full date of birth below.

Date of birth

d	d	m	m	y	y	y	y
---	---	---	---	---	---	---	---

**① Date of birth**

You must give the full date of birth.

**F5****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 Director's usual residential address**

You can state 'Same as service address' in this section if your usual residential address is the same as your service address.

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

Regulation 25 of the Overseas Companies Regulations 2009.

**Higher protection<sup>②</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.

② 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 F2 as this will appear on the public record.





**F6**



Give the director's 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.

## F7

Prefer not to say

\* This is non-statutory information

## Corporate director

**G1****Corporate director details <sup>①</sup>**

Use this section to list all the corporate directors of the company.  
Please complete G1-G3. Please use a continuation page if necessary.

Name of corporate body or firm

Building name/number

Street

Post town

County/Region

Postcode

Country

**① Registered or principal address**

This is the address that will appear on the public record. This address must be a physical location for the delivery of documents. It cannot be a PO box number (unless contained within a full address), DX or LP (Legal Post in Scotland) number.

**G2****Legal details**

Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.

Legal form of the corporate body or firm

Governing law

If applicable, where the company/firm is registered <sup>②</sup>

If applicable, the registration number

**②** Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register

**G3****Corporate director's authority**

Please enter the extent of your authority as corporate director.  
Please tick one box.

Extent of authority

Limited <sup>①</sup>

Unlimited

Description of limited authority, if applicable

Are you authorised to act alone or jointly? Please tick one box.

Alone

Jointly <sup>②</sup>

If applicable, name(s) of person(s) with whom you are acting jointly

**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.

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## Part 5

## UK establishment details

### H1

#### Documents previously delivered - constitution

Has the company previously registered a certified copy of the company's constitution with material delivered in respect of another UK establishment?

→ **No** Go to **Section H3**.

→ **Yes** Please enter the UK establishment number below and then go to **Section H2**.

UK establishment  
registration number

B R

### H2

#### Documents previously delivered – accounting documents

Has the company previously delivered a copy of the company's accounting documents with material delivered in respect of another UK establishment?

→ **No** Go to **Section H3**.

→ **Yes** Please enter the UK establishment number below and then go to **Section H3**.

UK establishment  
registration number

B R

### H3

#### Delivery of accounts and reports

This section **must** be completed. Please state if the company intends to comply with accounting requirements with respect to this establishment or in respect of another UK establishment. <sup>❶</sup>

☐ In respect of this establishment. Please go to **Section H4**.

☐ In respect of another UK establishment. Please give the registration number below, then go to **Section H4**.

UK establishment  
registration number

B R

<sup>❶</sup> Please tick the appropriate box.

### H4

#### Particulars of UK establishment <sup>❶</sup>

You **must** enter the name and address of the UK establishment.

Name of establishment

Building name/number

Street

Post town

County/Region

Postcode

Country

Date establishment  
opened

Please give the date the establishment was opened and the business of the establishment.

d   m   y   y

Business carried on at  
the UK establishment

#### <sup>❶</sup> Address

This is the address that will appear on the public record.

## Part 6

## Permanent representative

Please enter the name and address of every person authorised to represent the company as a permanent representative of the company in respect of the UK establishment.

## J1

## Permanent representative's details

Please use this section to list all the permanent representatives of the company. Please complete Sections J1-J4.

**Continuation pages**

Please use a continuation page if you need to enter more details.

Full forename(s)

Surname

## J2

Permanent representative's service address <sup>①</sup>

Building name/number

Street

Post town

County/Region

Postcode

Country

**① 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.

## J3

## Permanent representative's authority

Please enter the extent of your authority as permanent representative. Please tick one box.

Extent of authority

Limited <sup>②</sup>

Unlimited

Description of limited authority, if applicable

Are you authorised to act alone or jointly? Please tick one box.

Alone

Jointly <sup>③</sup>

If applicable, name(s) of person(s) with whom you are acting jointly

**②** 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.

**③** 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.

**This page is not shown on the public record****Do not cover this barcode****J4 Permanent representative's usual residential address ①**

Please complete your usual residential address below.

Building name/number

Street

Post town

County/Region

Postcode

Country

**① Permanent representative's usual residential address**

You can state 'Same as service address' in this section if your usual residential address is the same as your service address.

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

Regulation 25 of the Overseas Companies Regulations 2009.

**Higher protection ②**

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.

② 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 J2 as this will appear on the public record.

## Part 7

## Person authorised to accept service

Does the company have any person(s) in the UK authorised to accept service of documents on behalf of the company in respect of its UK establishment?

→ **Yes** Please enter the name and service address of every person(s) authorised below.

→ **No** Tick the box below then go to **Part 8** 'Signature'.

If there is no such person, please tick this box.

## K1

## Details of person authorised to accept service of documents in the UK

Please use this section to list all the persons' authorised to accept service below. Please complete **Sections K1-K2**.

**Continuation pages**

Please use a continuation page if you need to enter more details.

Full forename(s)

Surname

## K2

Service address of person authorised to accept service <sup>①</sup>

Building name/number

Street

Post town

County/Region

Postcode

Country

**① 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 address cannot be a PO BOX, DX or LP (Legal Post in Scotland) number.

Part 8

Authentication<sup>①</sup>

Name	This must be completed by all companies.	<div><div>① Authentication</div><div>This will appear on the public record.</div></div>
	I am authenticating this form on behalf of the overseas company. <b>Enter your printed name.</b> You do not need to include a signature.	
	<div></div> <div>This form may be authenticated by: Director, Secretary, Permanent representative.</div>	

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## Registration of an overseas company opening a UK establishment



### 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



### 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.**



### How to pay

**A fee of £124 is payable to Companies House in respect of a registration of an overseas company. Make cheques or postal orders payable to 'Companies House.'**



### 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)**



### Checklist

**We may return forms completed incorrectly or with information missing.**

**Please make sure you have remembered the following:**

- ☐ The overseas corporate name on the form matches the constitutional documents exactly.
- ☐ You have included a copy of the appropriate correspondence in regard to sensitive words, if appropriate.
- ☐ You have included certified copies and certified translations of the constitutional documents, if appropriate.
- ☐ You have included a copy of the latest disclosed accounts and certified translations, if appropriate.
- ☐ You have completed all of the company details in Section B3 if the company has not registered an existing establishment.
- ☐ You have complete details for all company secretaries and directors in Part 4 if the company has not registered an existing establishment.
- ☐ Any addresses given must be a physical location. They cannot be a PO Box number (unless part of a full service address), DX number or LP (Legal Post in Scotland) number.
- ☐ You have completed details for all permanent representatives in Part 6 and persons authorised to accept service in Part 7.
- ☐ You have authenticated the form.
- ☐ You have provided the identity verification details for the director
- ☐ You have enclosed the correct fee.



### 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)**