

SR01

Application to remove personal details from the public register



Companies House

It costs £34 to remove your personal details from each document they appear on.
Please see 'How to pay' on the last page.

✓ **What this form is for**
You may use this form to apply to remove your home address (or part of it), signature, day of date of birth or business occupation from documents on the public register.

✗ **What this form is NOT for**
You cannot use this form if you are an Overseas Entity, please use the form OESR02

For further information, please refer to our guidance at: gov.uk/companieshouse

Do not barcode

For official use only

Pass to the secure room

Part 1 Applicant's details

1

Applicant's details

Enter the details of the person who wants to remove their personal details.

Title*

Full forename(s)

Surname

Former name(s) ❶

→ **Filling in this form**
Please complete in typescript or in bold black capitals.

All fields are mandatory unless specified or indicated by *

❶ **Former name(s)**
Please provide any previous names (including maiden or married names) contained in a document delivered to the registrar.

2

Date of birth

Date of birth

d

d

m

m

y

y

y

y

3

Email address ❷

Email address

❷ **Email address**
We'll use this to contact you about this form.

Part 2 Information to be removed

1

Information you wish to remove

Select all that apply

Day of date of birth

Business occupation

Signature

Home address

→ If you have selected to remove your home address, **go to Part 3.**

→ If you have not selected to remove your home address, **go to Part 4.**

You can only remove the day of date of birth. The month and year will still be shown.

You can only remove your business occupation if you are a director (or equivalent) and only from a document where the occupation is required to be stated e.g. incorporation or appointment.

The removal of a signature does not include a printed name.

Part 3 Address details on the public register

1

Home address to remove

Give the home address you want removed from the public register. This will be the home address shown in the documents you've listed in Part 4.

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	

You cannot remove a live company's current registered office address.

If your home address is the current registered office address of a live company, the company must first submit a 'Change a company's registered office address (AD01)' filing. You can find this at: gov.uk/companieshouse.

If your home address was a company's registered office address at the time of its dissolution, you cannot apply to remove it until 6 months after the date on which the company was dissolved. You cannot apply to remove another officer's current address.

There are circumstances where an address cannot be removed, e.g. from a company name, or where the address is subject to a mortgage charge.

You can find further guidance at: gov.uk/companieshouse.

2

Replacement correspondence address ^①

Only complete this section if the home address you want removed from the public register appears as your current address as a:

- director or secretary
- member
- partner
- person with significant control (PSC)
- shareholder
- officer or permanent representative of, or person authorised to accept service for, an overseas company

This address will replace your home address and will be shown on the public register.

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	

^① You do not need to provide a replacement address if:

- the company is dissolved
- you no longer hold that role
- your home address has been used only as a former registered office address

In these cases, we'll hide part of the address. For a UK address, we'll only show the first part of the postcode for public inspection. For a non-UK address, we'll only show the state or province and the country.

You must provide a replacement address if your home address has been used for a company that is dormant or in liquidation.

Part 4 Documents on the public register

List the documents that you want your personal details to be removed from. It costs £34 to remove your personal details from each document. You must give all the information for each document.

Example document details

Company number	0	1	2	3	4	5	6	7
Company name in full	Demo company limited							
Document title or filing type	AP01 Appointment of director							
Document registration date	^d 0	^d 1	^m 0	^m 1	^y 2	^y 0	^y 2	^y 4

Document details ①

Company number								
Company name in full								
Document title or filing type								
Document registration date ②	^d	^d	^m	^m	^y	^y	^y	^y

Document details ①

Company number								
Company name in full								
Document title or filing type								
Document registration date ②	^d	^d	^m	^m	^y	^y	^y	^y

Document details ①

Company number								
Company name in full								
Document title or filing type								
Document registration date ②	^d	^d	^m	^m	^y	^y	^y	^y

① Document details

You can find the document title, type and registration date by searching for the company on the Companies House register and checking its filing history: gov.uk/get-information-about-a-company

We will reject your application if you do not provide the correct document details.

② Document registration date

This is the date the document was registered at Companies House. You can find it in the first column of the company's filing history: gov.uk/get-information-about-a-company.

Further information

We may contact you if we need more information to locate your personal details on the public register.

SR01

Application to remove personal details from the public register

Part 5 Authentication

1	Authentication	
	Enter your printed name. You do not need to include a signature.	The name provided as the authentication must match the name of the applicant.
Name	<input type="text"/>	

Part 6 Presenter contact details

1	Presenter address contact details*	
	Enter your address. We'll use this to contact you if we need to reject your application and return the filing fee.	Presenter contact details We may use this address to contact you if we are unable to contact you using the email address provided in Part 1. For paper filings we will use this address if we need to reject the paper application and return the fee.
Building name/number	<input type="text"/>	
Street	<input type="text"/>	
	<input type="text"/>	
Post town	<input type="text"/>	
County/Region	<input type="text"/>	
Postcode	<input type="text"/>	
Country	<input type="text"/>	

SR01

Application to remove personal details from the public register

✓ Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ You have provided your full name and any former names in part 1.
- ☐ You have provided the applicants email address in Part 1.
- ☐ You have provided the applicants date of birth in Part 1.
- ☐ You have indicated the information you wish to remove in Part 2.
- ☐ If the information to be removed is an address, you have completed Part 3.
- ☐ If the applicant holds a relevant active role in the company you have to provide a replacement address in Part 3.
- ☐ You have provided the company name/number, the name/title and registration date of each document on the public register that you want your personal details to be removed from.
- ☐ You are not submitting a photocopy.
- ☐ You have authenticated the form in Part 5.
- ☐ You have enclosed the correct fee or provided a reference number.

! Important information

The only information on this form that'll appear on the public record will be the replacement correspondence address in Part 3 where it is required or partial address details as appropriate.

£ How to pay

It costs £34 for each document which contains the personal details you want to remove. We'll reject your application if you do not include the correct fee.

You must pay the fee online before you send in your application to us. You will get a payment reference number after you've successfully paid. You must provide the payment reference with the application.

Make cheques or postal orders payable to 'Companies House'. For information on fees go to: gov.uk/companieshouse

✉ Where to send

The quickest way to file an SR01 application is to email us a digital copy.

For instructions on how to do this, including how to pay the fee online, search GOV.UK for 'Apply to remove your personal details from the Companies House register (SR01)'.

If you want to file your application on paper, send it to:
The Registrar of Companies PO Box 4082
Cardiff CF14 3WE

For more information on where to send the form visit:

gov.uk/companies-house/offices

i Further information

For further information, please see the guidance notes on the website at gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on our website: **gov.uk/companieshouse**