

OS CH03

Change of details of a director of an overseas company



Companies House

✓ What this form is for
You may use this form to change the details of an individual who is a director of an overseas company.

✗ What this form is NOT for
You cannot use this form to change the details of a corporate director. To do this, please use form OS CH04 'Change of details of a corporate director of an overseas company'.

For further information, please refer to our guidance at: 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 Director's current details on the Register ①

Month/year of birth* **X X**

Title*

Full forename(s)

Surname

① Current details

This information is used to identify your details on the public record.

3 Date of change of details

Date of change of details

Please complete the appropriate sections to indicate which of your details have changed.

4 Change of name details

Please enter your new name.

Title*

Full forename(s)

Surname

5 Change of service address ②

Building name/number

Street

Post town

County/Region

Postcode

Country

② 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.

Please complete section 5a if your usual residential address has changed.



This page is not shown on the public record



Do not cover this barcode

5a

Change of usual residential address ¹

Please complete this section if you have changed your usual residential address.

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"/>
Country	

¹ Change of director's usual residential address

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

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



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6 Change of other details

Change of Country/
State of residence

Change of nationality

7 Authority of director

Is there a change in authority?

→ **Yes** Complete the sections below.

→ **No** Go to **section 8** (UK establishments).

❶ 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.

❷ 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

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

Limited ❶

Unlimited

Description of limited
authority, if applicable

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

Alone

Jointly ❷

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

8 UK establishments

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

9 Authentication

Name

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

This form may be authenticated by:
Director, Secretary, Permanent representative.

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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 in section 3 the date of change of details.
- Any new address 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 entered the relevant change of details.
- You have completed section 8, if applicable.
- 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.



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



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