In accordance with section 167G of the Companies Act 2006

AP01
Appointment of director

Companies House

Go online to file this information
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

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) ❶

Country/State of residence ❷

Nationality

Month/year of birth ❸ X X m m y y y y

❶ **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.

❷ **Country/State of residence**
This is in respect of the usual residential address as stated in Section A2.

❸ **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 ❺

Please complete the service address below. You must also complete the director's usual residential address in **Section A2.**

Building name/number

Street

Post town

County/Region

Postcode

Country

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

You can state 'The company's registered office' in this section if the service address is the same as the company's registered office.

If you provide the residential address here it will appear on the public record.

AP01
Appointment of director

This page is not shown on the public record

Do not cover this barcode

A1 New director's date of birth ❶

Please complete your full date of birth below.

Date of birth: d d m m y y y y

❶ **Date of birth**
You must give the full date of birth. The day (dd) will not appear on the public record.

A2 New director's usual residential address ❷

Please complete your usual residential address below.

Building name/number

Street

Post town

County/Region

Postcode

Country

❷ **New director's usual residential address**
You can state 'Same as service address' in this section if the usual residential address is the same as the service address.

You cannot state 'Same as service address' if the service address has been stated in Section 4 as 'The company's registered office'. You will need to complete the address in full.

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

A3 Have you applied to protect your details?

For company directors or LLP members who are at serious risk and want to protect their personal information.

Section 243 exemption ❸

☐ 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.

❸ 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 the usual residential address in Section D2 as this will appear on the public record.

AP01
Appointment of director

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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.** ❶

Give the director's Companies House personal code.

Companies House personal code ❷ ☐☐☐ / ☐☐☐☐ / ☐☐☐☐

❶ **Identity verification statement**
Under section 1110A of the Companies Act 2006.

❷ **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? ❸

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

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

❸ 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.

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:
Director❶, Secretary, Person authorised❷, 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 ❸

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 the full date of birth in section A1.
- ☐ 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 provided the identity verification details for the director.
- ☐ 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, 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

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 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**