In accordance with section 167H of the Companies Act 2006.

CH01
Change of director's details

Companies House

Go online to file this information
gov.uk/companieshouse

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

✗ 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 CH02 'Change of corporate director's details'.

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 Director's current details on the Register❶

Month/year of birth*❷ X X m m y y y y

Title*

Full forename(s)

Surname

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

❷ This is voluntary information and if completed it will be placed on the public record.

3 Date of change of details

Date of change of details d d m m y y y y

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

4 Change of name details

Title*

Full forename(s)❸

Surname❸

❸ **New name**
Please enter your new name.

5 Change of service address❹

Building name/number

Street

Post town

County/Region

Postcode

Country

☐ I confirm that there has been no change in the directors' residential address.

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

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

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.

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X

This page is not shown on the public record

Do not cover this barcode

5a Change of usual residential address❶

	Please complete this section if you have changed your usual residential address.
Building name/number	
Street	
Post town	
County/Region	
Postcode	
Country	

❶ **Change of 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.

You cannot state 'Same as service address' if your service address has been stated in Section 5 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.

X

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6 Change of other details

Change of Country/ State of residence		
Change of nationality		

7 Authentication

Name

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

This form may be authenticated by:
Director ❶, Secretary, Person authorised ❷, 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 signing has membership.

Person authorised
Under either section 270 or 274 of the Companies Act 2006.

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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 match the information held on the public Register.
- ☐ You have completed in Section 3 the date of change of details.
- ☐ If you have changed the service address, you have ticked the no change box in Section 5 to indicate no change in your usual residential address or provided your new usual residential address in Section 5a.
- ☐ 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 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