

Change of director's details

You can use the WebFiling service to file this form online.

Please go to www.companieshouse.gov.uk

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 www.companieshouse.gov.uk

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 Register ¹

Date of birth* ²

Title*

Full forename(s)

Surname

1 Current details

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

2 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

details

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

4 Change of name details

Title*

Full forename(s) ³

Surname ³

3 New name

Please enter your new name.

5 Change of service address ⁴

Building name/number

Street

Post town

County/Region

Postcode

Country

4 Service address

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

Please state 'The Company's Registered Office' if your service address is recorded in the company's register of directors as the company's registered office.

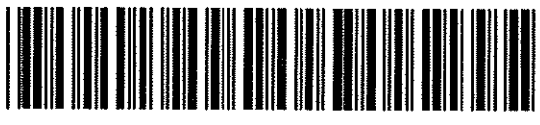
If you provide your residential address here it will appear on the public record.

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

I confirm that there has been no change in the company's register of directors' residential addresses.



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	
Country	

① Change of director's usual residential address
Please state 'Same as service address' in this section if your usual residential address is recorded in the company's register of directors' residential addresses as 'Same as 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.

Section 243 of Companies Act 2006

Section 243 exemption ②

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.

② 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 your usual residential address in Section 5 as this will appear on the public record.



CH01

Change of director's details

6	Change of other details	
Change of Country/ State of residence		
Change of nationality		
Change of business occupation		

7	Signature	
	I am signing this form on behalf of the company.	
Signature	<p>Signature</p> <p>X</p>	<p>X</p>
	This form may be signed by: Director 1 , Secretary, Person authorised 2 , Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.	<p>1 Societas Europaea If the form is being filed on behalf of a Societas Europaea (SE) please delete 'director' and insert details of which organ of the SE the person signing has membership.</p> <p>2 Person authorised Under either section 270 or 274 of the Companies Act 2006.</p>

CH01

Change of director's details



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 signed 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 may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below:

For companies registered in England and Wales:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.

For companies registered in Scotland:

The Registrar of Companies, Companies House,
Fourth floor, Edinburgh Quay 2,
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF.
DX ED235 Edinburgh 1
or LP - 4 Edinburgh 2 (Legal Post).

For companies registered in Northern Ireland:

The Registrar of Companies, Companies House,
First Floor, Waterfront Plaza, 8 Laganbank Road,
Belfast, Northern Ireland, BT1 3BS.
DX 481 N.R. Belfast 1.

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 www.companieshouse.gov.uk or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.companieshouse.gov.uk

CH01 - Supplementary guidance

Change of director's details

Supplementary guidance

In completing this form you will need to know how the operation of the register of directors and register of directors' residential addresses kept by the company affects it.

A Entries for a director

Companies have to keep two registers of directors:

- The register of directors, which will contain all the directors' particulars except for the residential address and,
- The register of directors' residential addresses.

You must inform Companies House of both addresses for each of your directors. We put the service address on the public register, but keep the residential address secure and only allow certain people to see it.

If the two addresses are the same for a director, you can enter the service address in the register of directors, and simply enter "same as service address" in the register of directors' residential addresses.

B Changes of address where you have used the "same as service address" facility

B1. Changing both addresses to the same address

If the director is changing both addresses to the same new address, the registers will look as follows:

- Register of directors

Original entry: 1 High Street Anytown. AN1 1AA	New entry: 2 Low Street Anytown AN1 1BB
--	---

- Register of directors' residential addresses

Original entry: "Same as service address"	New entry: Residential address remains the same as the service address. There is no need for a new entry in the register as the existing "same as" entry is still correct.
---	--

You must complete form CH01 and enter the new service address in **Section 5**. As the entry in your residential address register has not changed (because it is still the "same as" the service address), you would tick the box in **Section 5** (confirming that there has been no change to the register of directors' residential addresses). You would not then complete **Section 5A**.

B2. Change of service address only

If the director is only moving his service address, and not moving his residential address as well, the registers will look as follows:

- Register of directors

Original entry: 1 High Street Anytown AN1 1AA	New entry: 2 Low Street Anytown AN1 1BB
---	---

- Register of directors' residential addresses

Original entry: "Same as service address"	New entry: 1 High Street Anytown AN1 1AA
---	--

You must complete form CH01 and enter in **Section 5** the new service address. As the entry in your directors' residential address register has changed, (because it is not now the "same as" the service address), you do not tick the box (as there has been a change in the register of director' residential addresses). You need to complete **Section 5A** with the residential address.

B3. Change of residential address only

If, however, the director is only moving his residential address, and not moving his service address as well, the registers will look as follows:

- Register of directors

Original entry 1 High Street Anytown AN1 1AA	New entry 1 High Street Anytown AN1 1AA
--	---

- Register of directors residential addresses

Original entry "Same as service address"	New entry 2 Low Street Anytown AN1 1BB
--	--

You must complete form CH01. Do not complete the service address or tick box in **Section 5** as the usual residential address is now not the same as the service address. The entry in the register of directors' residential addresses has changed, so you need to complete **Section 5A** with the residential address.

C Changes of address where the addresses are different

If the addresses in the two registers are different, you will need to complete the appropriate part of the form to record any address changes. So, if only the service address changes, you only complete **Section 5** and tick the box to show there has been no change to the register of residential addresses. If only the residential address changes, you only complete **Section 5A**. If both addresses change you would complete **Section 5**, but not tick the box (as there has been a change in the register of directors' residential addresses), and then complete **Section 5A** with the residential address.

Change of corporate director's details

You can use the WebFiling service to file this form online.

Please go to www.companieshouse.gov.uk

What this form is for
You may use this form to change
the details of a corporate director.

What this form is NOT for
You cannot use this form if you are
changing the details of a corporate
secretary. To do this, please use
form CH04 'Change of corporate
secretary's details'.

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

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 Register ¹

Corporate body/firm
name

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 ^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

Please enter your new name.

Change of corporate
body/firm name

5 Change of registered or principal office address ²

Building name/number

Street

Post town

County/Region

Postcode

Country

2 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 number or LP (Legal
Post in Scotland) number.

CH02

Change of corporate director's details

6 Change of European Economic Area (EEA) company details ¹

Please give any new details of the register where the company file is kept (including the relevant state) and any change of registration number in that register.

New details where the company/firm is registered ²

New registration number

¹ EEA

A full list of countries of the EEA can be found in our guidance:
www.companieshouse.gov.uk

² This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC).

7 Change of non-EEA company details

Please show any change of details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please detail any change to the register in which it is entered (including the state) and any new registration number in that register.

Change of details of the legal form of the corporate body or firm

Change of details of governing law

If applicable, new details where the company/firm is registered ³

If applicable, the new registration number

³ Non-EEA

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.

8 Signature

I am signing this form on behalf of the company.

Signature

Signature

X

X

⁴ Societas Europaea

If the form is being filed on behalf of a Societas Europaea (SE) please delete 'director' and insert details of which organ of the SE the person signing has membership.

⁵ Person authorised

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

This form may be signed by:

Director ⁴ Secretary, Person authorised ⁵ Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.

CH02

Change of corporate director's details



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

Country/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 entered in Section 3 the date of change of details.
- You have entered the relevant change of details.
- A new address must be a physical location. It cannot be a PO Box number (unless part of a full address), DX or LP (Legal Post in Scotland) number.
- You have signed the form.



Important information

Please note that all information on this form will appear on the public record.



Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below:

For companies registered in England and Wales:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.

For companies registered in Scotland:

The Registrar of Companies, Companies House,
Fourth floor, Edinburgh Quay 2,
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF.
DX ED235 Edinburgh 1
or LP - 4 Edinburgh 2 (Legal Post).

For companies registered in Northern Ireland:

The Registrar of Companies, Companies House,
First Floor, Waterfront Plaza, 8 Laganbank Road,
Belfast, Northern Ireland, BT1 3BS.
DX 481 N.R. Belfast 1.



Further information

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

This form is available in an alternative format. Please visit the forms page on the website at www.companieshouse.gov.uk

Change of secretary's details

You can use the **WebFiling** service to file this form online.

Please go to www.companieshouse.gov.uk

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

What this form is NOT for
You cannot use this form if you are changing the details of a corporate secretary. To do this, please use form CH04 'Change of corporate secretary's details'.

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

1 Company details

Company number

Company name in full

→ Filing in this form

Please complete in typescript or in bold black capitals.

All fields are mandatory unless specified or indicated by *

2 Secretary's current details on the Register

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 ^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

Please enter your new name.

Title*

Full forename(s)

Surname

5 Change of service address

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.

Please state 'The Company's Registered Office' if your service address is recorded in the company's register of secretaries as the company's registered office.

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

CH03

Change of secretary's details

6

Signature

I am signing this form on behalf of the company.

Signature

Signature

X

X

This form may be signed by:

Director Secretary, Person authorised Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.

Societas Europaea

If the form is being filed on behalf of a Societas Europaea (SE) please delete 'director' and insert details of which organ of the SE the person signing has membership.

Person authorised

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

CH03

Change of secretary's details



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 entered in Section 3 the date of change of details.
- You have entered the relevant change of details.
- A new address must be a physical location. It cannot be a PO Box number (unless part of a full address), DX or LP (Legal Post in Scotland) number.
- You have signed the form.



Important information

Please note that all information on this form will appear on the public record.



Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below:

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Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.

For companies registered in Scotland:

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Fourth floor, Edinburgh Quay 2,
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF.
DX ED235 Edinburgh 1
or LP - 4 Edinburgh 2 (Legal Post).

For companies registered in Northern Ireland:

The Registrar of Companies, Companies House,
First Floor, Waterfront Plaza, 8 Laganbank Road,
Belfast, Northern Ireland, BT1 3BS.
DX 481 N.R. Belfast 1.



Further information

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

This form is available in an alternative format. Please visit the forms page on the website at www.companieshouse.gov.uk

Change of corporate secretary's details

You can use the *WebFiling* service to file this form online.

Please go to www.companieshouse.gov.uk

✓ **What this form is for**
You may use this form to change
the details of a corporate secretary.

✗ **What this form is NOT for**
You cannot use this form if you are
changing 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
www.companieshouse.gov.uk

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 Secretary's current details on the Register ⓘ

Corporate body/firm
name

ⓘ **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.

Change of corporate
body/firm name

5 Change of registered or principal office address ⓘ

Building name/number

Street

Post town

County/Region

Postcode

Country

ⓘ **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 number or LP (Legal
Post in Scotland) number.

CH04

Change of corporate secretary's details

6 Change of European Economic Area (EEA) company details ①

Please give any new details of the register where the company file is kept (including the relevant state) and any change of registration number in that register.

New details where the company/firm is registered ②

New registration number

① EEA

A full list of countries of the EEA can be found in our guidance:
www.companieshouse.gov.uk

② This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC).

7 Change of non-EEA company details

Please show any change of details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please detail any change to the register in which it is entered (including the state) and any new registration number in that register.

Change of details of the legal form of the corporate body or firm

Change of details of governing law

If applicable, new details where the company/firm is registered ③

New registration number

③ Non-EEA

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.

8 Signature

I am signing this form on behalf of the company.

Signature

Signature

X

X

④ Societas Europaea

If the form is being filed on behalf of a Societas Europaea (SE) please delete 'director' and insert details of which organ of the SE the person signing has membership.

⑤ Person authorised

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

This form may be signed by:

Director ⑥, Secretary, Person authorised ⑥, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.

CH04

Change of corporate secretary's details

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

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