

## Online forms to help your business

### CH01

As a service to our clients we have provided you with some of the forms you will require for your business activity. Please note that this form is produced by Companies House and is public sector information licensed under the Open Government Licence v3.0. If you would like any assistance, please contact your [Local AIMS Accountant](#).

You communicate in the way that works best for you



Find your local accountant



Call us on 020 7616 6629



Email us



We will call you

Your initial consultation is FREE and with no obligation on your part

# CH01

## Change of director's details



Companies House

You can use the WebFiling service to file this form online.  
Please go to [www.companieshouse.gov.uk](http://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](http://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 <sup>1</sup>

Date of birth\* <sup>2</sup>

Title\*

Full forename(s)

Surname

#### <sup>1</sup> Current details

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

<sup>2</sup> 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

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

### 4 Change of name details

Title\*

Full forename(s) <sup>3</sup>

Surname <sup>3</sup>

#### <sup>3</sup> New name

Please enter your new name.

### 5 Change of service address <sup>4</sup>

Building name/number

Street

Post town

County/Region

Postcode

Country

#### <sup>4</sup> 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<sup>①</sup>**

	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<sup>②</sup>**

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.



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Change of director's details

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

<b>7</b>	<b>Signature</b>	
	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 <sup>1</sup> , Secretary, Person authorised <sup>2</sup> , Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.	<p><b>1 Societas Europaea</b> 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><b>2 Person authorised</b> 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,  
Second Floor, The Linenhall, 32-38 Linenhall Street,  
Belfast, Northern Ireland, BT2 8BG.  
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](http://www.companieshouse.gov.uk) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.companieshouse.gov.uk)**