

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

☒ **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
'Change of corporate director's
details'.



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14/08/2015

#503

COMPANIES HOUSE

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

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

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

④ Service address

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

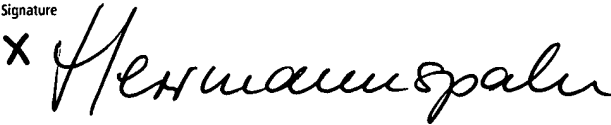
Please state 'The Company's
Registered Office' if your service
address is recorded in the company's
register of directors as the
company's registered office.

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.

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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. 13.08.15	
Signature	Signature X  X This form may be signed by: Director¹, Secretary, Person authorised², Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.	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. ² Person authorised Under either section 270 or 274 of the Companies Act 2006.

**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 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