Ellacotts

Chartered Accountants & Business Advisers

YOUR GUIDE TO THE NEW COMPANIES HOUSE IDENTITY CHECKS

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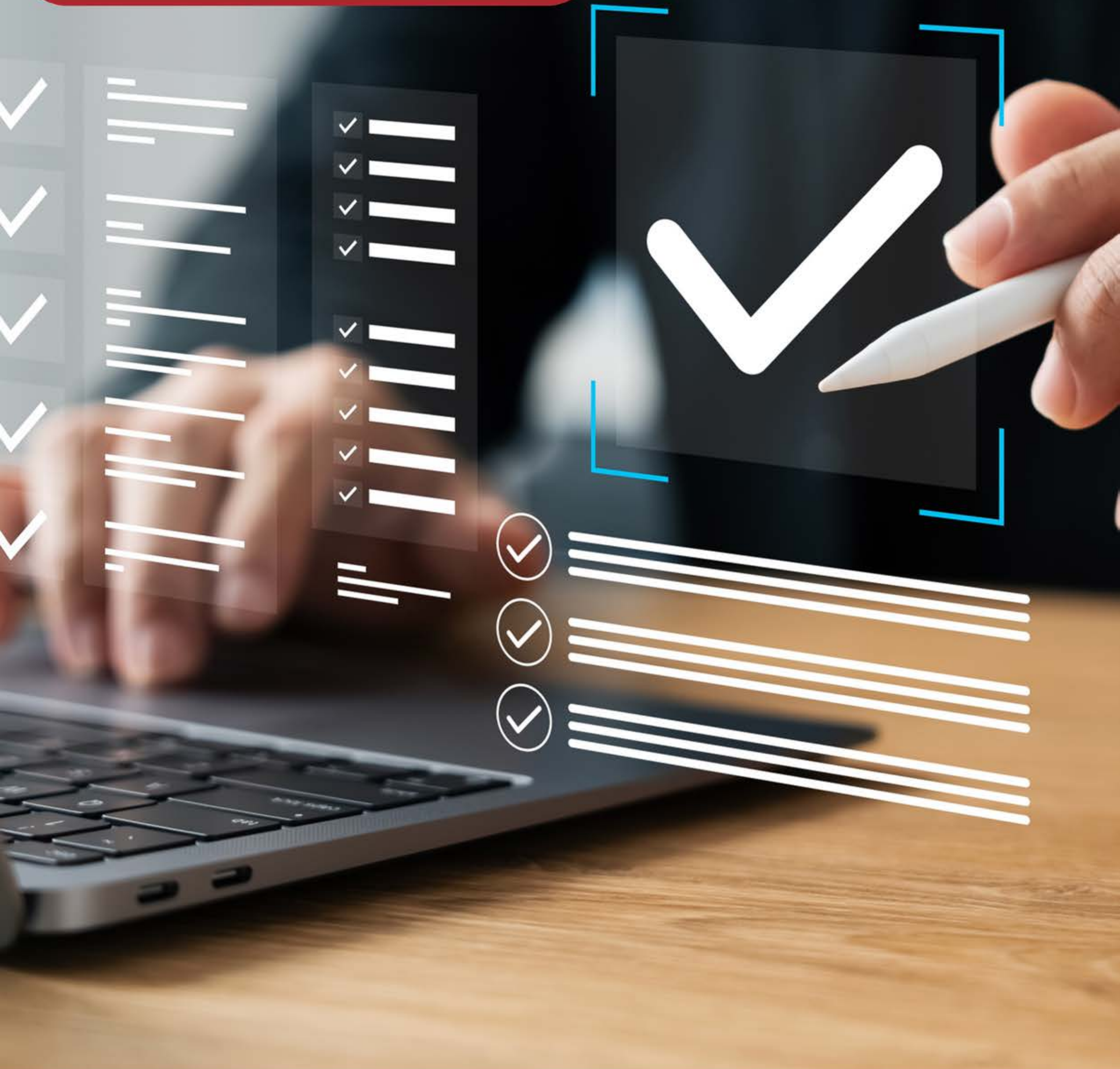
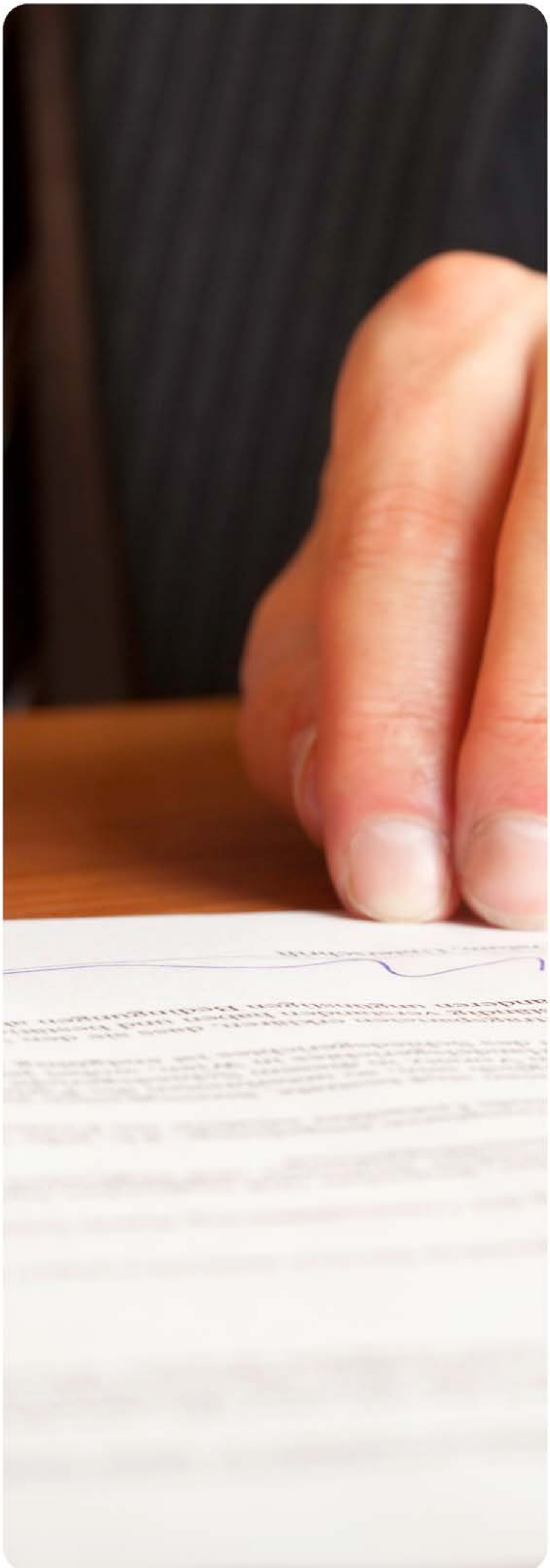
Companies House Identity Verification

From 18 November 2025, new rules under the Economic Crime and Corporate Transparency Act will require all new company directors and Persons with Significant Control (PSCs) to verify their identity with Companies House before they can act in their role.





Who is affected?

The new requirements apply to:

- new directors and people with significant control (PSCs)
- existing directors and PSCs
- members of a limited liability partnership (LLP)

PSC's or People with Significant Control are normally, but not exclusively, those with more than 25% of the shares.

When is this happening?

The timing depends on whether you are an existing (before 18 November 2025) or new (from 18 November 2025) Director (or equivalent) or PSC.

Directors:

- New appointment or company registrations from 18 November 2025, at the time of registration
- Existing Directors, at the time of filing the company's next Confirmation Statement

PSC's

- Existing Director and PSC of the same company (separate notifications are required):
    - As a director, at the time of the next Confirmation Statement
    - As a PSC, not later than 14 days of the company's Confirmation Statement date
- Existing PSC but not a Director of the same company - within 14 days of your month of birth after 18 November 2025. For example, if your birthday is 22 January, your 14-day period will start on 1 January
- New PSC's, not later than 14 days of being registered with Companies House

Why is this happening?

The changes are designed to improve transparency, make company records more reliable, and help prevent unlawful activities. By making sure that every director and PSC has a verified identity, Companies House is aiming to strengthen trust in the information it holds.

How can you verify your identity?

There are two ways:

1. Directly with Companies House through one of the GOV.UK One Login options:
   a. ID check app – uses a smartphone to check a person's identity on a document such as a passport or driving licence using biometric information and a 'selfie', or
   b. One Login web service involves answering more detailed questions, such as those relating to your mortgage or bank account, plus providing other ID document details, or
   c. face-to-face service, you can present your documents at a post office at a pre-arranged appointment, or
2. Through an Authorised Corporate Service Provider (ACSP) that offers ID verification services (IDV).

Once verified, you will be issued with a personal verification code. This code is unique to you – not to the company, but it can be used across all the companies where you are a director or PSC. You'll need to provide this code to your professional adviser or anyone filing documents on your behalf, as Companies House will not accept filings without it.

Step-by-step guide

1. *Check if you're affected – are you a director, PSC, or member of an LLP?*
2. *Check which verification deadline applies to you – are you a new or existing director or PSC?*
3. *Choose how to verify – through GOV.UK One Login or with an ACSP.*
4. *Prepare your ID – such as a biometric passport or a UK photo driving licence.*
5. *Complete verification – follow the instructions from GOV.UK or your ACSP.*
6. *Receive your personal code – issued by Companies House.*
7. *Share your code – with us, your solicitor, or your adviser so they can continue filing.*
8. *Stay up to date – keep your verification valid if your details change.*

Please note that the verification through GOV.UK is free, whereas using an ACSP will attract a charge per identity verified.

What happens if you don't verify?

From 18 November 2025, Companies House will not accept confirmation statements or other filings unless directors and PSCs are verified. Missing the deadline could lead to delays, penalties, or restrictions.

Please note that if we undertake any filings at Companies House on your behalf we will require all applicable unique verification codes before those filings can be made. We will be requesting these in the forthcoming weeks for any confirmation statement filings on or after 18th November 2025.

Chartered Accountants & Business Advisers

Banbury
Countrywide House
23 West Bar Street
Banbury
OX16 9SA
tel: +44(0)1295 250401

Birmingham
Cornwall Buildings
45 Newhall Street
Birmingham
B3 3QR
tel: +44 (0)121 2894455

Kettering
Vantage House
2700 Kettering Parkway
Kettering
NN15 6XR
tel: +44(0)1536 646000

London
Suite 100
99 Bishopsgate
London
EC2M 3XD
tel: +44(0)203 693 7315

Stratford-upon-Avon
Elizabeth Court
Church Street
Stratford-upon-Avon
CV37 6HX
tel: +44 (0)1789 713555

www.ellacotts.co.uk
email: solutions@ellacotts.co.uk