COMPANIES HOUSE IDENTITY VERIFICATION

What UK Directors Must Do Now to Stay Compliant

Mandatory identity verification is now in force for UK company directors

Step-by-step guidance to complete verification correctly — first time

Part One: Overview

A Practical Guide for UK Company Directors and Accountants

Accounts Interpreter ™

PART ONE

Overview and Introduction

Everything UK directors need to know about Companies House identity verification – before diving into the detail.

If you are a director — or planning to become one — this is no longer optional.

Many directors are only now realising these rules apply to them.

And by the time they do, they are already at risk of **non-compliance**.

This guide explains what has changed, what you need to do, and how to avoid **costly mistakes**.

The Cost of Doing Nothing

If you ignore or delay identity verification:

- You may be **unable to file company documents legally**
- Your company could be **restricted on the public register**
- You risk **financial penalties**
- You could be **prevented from acting as a director.**

This is not a future issue. It is happening now.

What has changed

Companies House has introduced mandatory identity verification to improve transparency and reduce fraud.

This applies to:

- All **company directors**
- All **Persons with Significant Control** (PSCs)
- Anyone **filing on behalf of a company.**

The aim is simple: to ensure no more anonymous or unverified individuals controlling UK companies.

What you must do

To remain compliant, you must:

- Verify your identity using an approved method
- Provide valid identification (e.g. passport or driving licence)
- Ensure your personal details match official records exactly
- Keep your information up to date.

Top 3 Verification Mistakes to Avoid

Before you start, be aware of these common issues that cause delays or failed verification:

- **Using ID** that has expired or does not match exactly your ***Companies House*** record
- Assuming your accountant or agent has already **completed the verification** for you
- Entering details that **don't perfectly match official documents** (including middle names or initials).

These may seem minor – but they are some of the most common reasons that verifications are rejected or delayed.

Charlie's Tip

Always **check** your details against your official ID **before** starting the process.

Which details to check:

→ Your full name - as shown on your ID documents

→ Your current home address

→ Company registered office address

Fixing errors afterwards takes far longer than getting it right the first time.

Where are we now

We are currently in the transition period. Existing directors are expected to complete verification now — not wait for enforcement.

- Identity verification is now required for new directors at company formation
- Existing directors are expected to comply within the transition period.
- Enforcement is increasing – and will continue to tighten.

This is not something that can be ignored or postponed indefinitely.

Why This Matters

Most directors understand that they need to verify.

What they underestimate is how easy it is to:

- Make small errors
- Choose the wrong method
- Assume someone else has handled it.

These mistakes lead to delays, frustration, and potential compliance issues.

Common Situations (Quick Answers)

- Overseas directors: Yes, you still need to verify, using acceptable ID.
- Multiple companies: You only verify once — it applies across all directorships.
- Agents: Only authorised agents will be allowed to file on your behalf.

Before You Start Mini Checklist

□ ID ready? Passport / driving licence

□ Name matches Companies House records

□ Access to phone/ email for verification codes

□ 5 – 15 minutes uninterrupted time.

What Happens Next

This overview provides the essentials.

The following parts in this series walk you through the process step-by-step.

- **Part 1: Introduction and Overview (this section)**
- Part 2: Identity Verification
- Part 3: Using and Managing Personal Codes
- Part 4: Director’s Responsibilities
- Part 5: Director’s Loans
- Part 6: Verification Standards for Agents
- Part 7: Dividends and Tax

Let’s Get This Done Properly — First Time

This is not complicated – but it does need to be done correctly.

Follow this guide, and you will avoid delays, reduce risk and stay fully compliant.

Full Guide Access

For the complete step-by-step guide, visit:

https://guide.accountsinterpreter.com/full_guide

Disclaimer

This guide is provided for **general information purposes** only and is intended to help small business owners and directors understand Companies House requirements in plain English.

It does not constitute legal, tax, or financial advice. While every effort has been made to ensure the information is accurate at the time of publication, regulations and requirements may change, and individual circumstances will vary.

You remain responsible for ensuring compliance. Where necessary, seek advice from a qualified professional.

Accounts Interpreter accepts no liability for any loss, penalty, or consequence arising from reliance on this guide.