

IMPORTANT: COMPANIES HOUSE ID VERIFICATION INSTRUCTIONS

ROBINSONS
Chartered Certified Accountants

Companies House is introducing new identity verification requirements for company directors and persons with significant control (PSC) over the next few months.

Immediate Requirements for New Companies

- All directors of newly formed companies must now prove their identity.

Upcoming Requirements for Existing Companies

- If you are a director of an existing company, you will also be required to verify your identity when submitting confirmation statements or accounts.

This applies even if we submit them on your behalf.

We recommend that you verify your identity as soon as possible to avoid any issues when we next come to submit a document for you.

Two-Phase Verification Process



PHASE 1: Set Up a GOV.UK One Login

1. Go to: <https://signin.account.gov.uk/sign-in-or-create>
2. Create an account using:
 - Your email address
 - A password
 - Your mobile number (to receive security codes)



PHASE 2: Identity Verification

1. After creating your login, go to <https://www.gov.uk/guidance/verify-your-identity-for-companies-house>
2. You will need to:
 - Download the GOV.UK ID Check app on your mobile phone.
 - Scan your passport
 - Take a photo of yourself

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After Successful Verification

You will receive a Companies House Personal Code via email.
Keep this code safe — it will be required for:

- Filing Confirmation Statements
- Submitting Accounts

If we file on your behalf, you must provide this personal code to us.
Companies House recommends sharing this only with trusted individuals.

Have a question? Speak to the Robinsons Team