

# OS AP05

## Appointment by an overseas company of a person authorised to represent the company as a permanent representative in respect of a UK establishment



**✓ What this form is for**  
You may use this form to appoint a person authorised to represent the company in respect of the UK establishment.

**✗ What this form is NOT for**  
You cannot use the form to make any other appointment.

For further information, please refer to our guidance at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

### 1 Overseas company details

Company number	<input type="text"/>
Company name in full or alternative name as registered in the UK	<input type="text"/>

**→ Filling in this form**  
Please complete in typescript or in bold black capitals.  
  
All fields are mandatory unless specified or indicated by \*

### 2 UK establishment details

UK establishment number	<input type="text"/>
UK establishment name in full	<input type="text"/>

### 3 Date of appointment of new person authorised

Date of appointment	d	d	m	m	y	y	y	y
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### 4 Details of new person authorised

Title*	<input type="text"/>
Full forename(s)	<input type="text"/>
Surname	<input type="text"/>
Former name(s) <sup>1</sup>	<input type="text"/>

**1 Former name(s)**  
Please provide any previous names which have been used for business purposes in the past 20 years.  
  
Married women do not need to give former names unless previously used for business purposes.  
  
Continue in Section 8 if required.

### 5 Service address of new person authorised <sup>2</sup>

Please complete the service address below. You must also complete the usual residential address of the person authorised in <b>Section 5a</b> .	
Building name/number	<input type="text"/>
Street	<input type="text"/>
Post town	<input type="text"/>
County/Region	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text"/>

**2 Service address**  
This is the address that will appear on the public record. This does not have to be your usual residential address.  
  
If you provide your residential address here it will appear on the public record.

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**This page is not shown on the public record**



Do not cover this barcode

**5a**

## Usual residential address of new person authorised <sup>1</sup>

Please complete your usual residential address below.

Building name/number	
Street	
Post town	
County/Region	
Postcode	
Country	

### <sup>1</sup> Usual residential address of new person authorised

Please state 'Same as service address' in this section if your usual residential address is 'Same as service address'.

This cannot be a PO Box, DX or LP (Legal Post in Scotland) number.

Regulation 25 of the Overseas Companies Regulations 2009.

## Higher protection <sup>2</sup>

Only tick the box below if you are in the process of applying for, or have been granted, higher protection by the Registrar from disclosing your usual residential address to credit reference agencies under Regulation 25 of the Overseas Companies Regulations 2009.

### Different postal address:

If you are applying for, or have been granted, higher protection, 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 higher protection with this notice, the application and this form must be posted together.

<sup>2</sup> If you are currently in the process of applying for, or have been granted, higher protection, 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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## 6 Authority of new person authorised

Please enter the extent of your authority as person authorised. Please tick one box.		<b>1</b> If you have indicated that the extent of your authority is limited, please provide a brief description of the limited authority in the box below.  <b>2</b> If you have indicated that you are not authorised to act alone but only jointly, please enter the name(s) of the person(s) with whom you are authorised to act below.
Extent of authority	<input type="checkbox"/> Limited <b>1</b> <input type="checkbox"/> Unlimited	
Description of limited authority, if applicable	Are you authorised to act alone or jointly? Please tick one box.  <input type="checkbox"/> Alone <input type="checkbox"/> Jointly <b>2</b>	
If applicable, name(s) of person(s) with whom you are acting jointly	  	

## 7 Signature

Signature	<p>Signature</p> <p>X</p> <p>X</p>	
This form may be signed and authorised by: Director, Secretary, Permanent representative.		

## 8 Additional former name(s) (continued from Section 4)

Former name(s) <b>3</b>	        	<b>3</b> Additional former name(s) Use this space to enter any additional names.
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## 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 as registered in the UK match the information held on the public Register.
- You have completed the date of appointment.
- You have provided both the service address and the usual residential address.
- Addresses 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 included all former names used for business purposes over the last 20 years.
- You have enclosed a relevant higher protection application if applying for this at the same time as completing this form.
- You have entered the extent of authority of the new person authorised in Section 6.
- 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:**

### England and Wales:

The Registrar of Companies, Companies House, Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.

### 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).

### 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.

### Higher protection

If you are applying for, or have been granted, higher protection, 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)**