

# OS CH09

## Change of details by an overseas company for a person authorised to accept service of documents on behalf of the company in respect of a UK establishment



**✓ What this form is for**  
You may use this form to change the details of a person authorised to accept service of documents on behalf of the company in respect of a UK establishment.

**✗ What this form is NOT for**  
You cannot use this form to make changes to any other company details.

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 Current details on the Register of person authorised <sup>①</sup>

Title *	<input type="text"/>
Full forename(s)	<input type="text"/>
Surnames	<input type="text"/>

**① Current details**  
This information is used to identify your details on the public record.

### 4 Date of change of details

Date of change of details	<table border="1"> <tr> <td>d</td><td>d</td><td>m</td><td>m</td><td>y</td><td>y</td><td>y</td><td>y</td> </tr> </table>	d	d	m	m	y	y	y	y
d	d	m	m	y	y	y	y		
Please complete the appropriate sections to indicate which of your details have changed.									

### 5 Change of name details <sup>②</sup>

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

**② Please enter your new name.**

### 6 Change of service address <sup>③</sup>

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"/>

**③ 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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## Signature

I am signing this form on behalf of the overseas company.

Signature

Signature

X

X

This form may be signed by:  
Director, Secretary, Permanent representative.

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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 Section 2.
- You have completed the current details of the person authorised in Section 3.
- You have completed in Section 4 the date of change of details.
- You have entered the relevant change of details.
- A new address must be a physical location. It cannot be a PO Box number (unless part of a full address), DX or LP (Legal Post in Scotland) number.
- You have signed the form.



## Important information

**Please note that all information on this form will appear on the public record.**



## 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.



## 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)**