

OS IN01

Registration of an overseas company opening a UK establishment

A fee is payable with this form
Please see 'How to pay' on the last page.

What this form is for
You may use this form to register a UK establishment.

What this form is NOT for
You cannot use this form to change the details of an existing company, officer or establishment.

Part 1 Overseas company details (Name)

For official use

A1 Corporate name of overseas company

Corporate name ¹

Do you propose to carry on business in the UK under the corporate name as incorporated in your home state or country, or under an alternative name?

- To register using your corporate name, go to **Section A3**.
- To register using an alternative name, go to **Section A2**.

A2 Alternative name of overseas company

Please show the alternative name that the company will use to do business in the UK.

Alternative name
(if applicable)

A3 Overseas company name restrictions

Please tick the box only if the proposed company name contains sensitive or restricted words or expressions that require you to seek comments of a government department or other specified body.

I confirm that the proposed company name contains sensitive or restricted words or expressions and that approval, where appropriate, has been sought of a government department or other specified body and I attach a copy of their response.

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Part 2 Overseas company details

B1 Particulars previously delivered

Have particulars about this company been previously delivered in respect of another UK establishment.

→ No Go to **Section B2**.

→ Yes Please enter the registration number below and then go to **Part 5** of the form. Please note the original UK establishment particulars must be filed up to date.

UK establishment
registration number

B R

B2 Credit or financial institution

Is the company a credit or financial institution? ❶

☐ Yes

☐ No

B3 Company details

If the company is registered in its country of incorporation, please enter the details below.

Legal form ❸

Country of
incorporation *

Identity of register
in which it is
registered ❹

Registration number in
that register

B4 Governing law and accounting requirements

Please give the law under which the company is incorporated.

Governing law ❺

Is the company required to prepare, audit and disclose accounting documents under parent law?

→ Yes Complete the details below.

→ No Go to **Part 3**.

Please give the period for which the company is required to prepare accounts by parent law.

From

d d m m

To

d d m m

Please give the period allowed for the preparation and public disclosure of accounts for the above accounting period.

Months

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B5

Latest disclosed accounts

Are copies of the latest disclosed accounts being sent with this form? Please note if accounts have been disclosed, a copy must be sent with the form, and, if applicable, with a certified translation.

Please tick the appropriate box(es).

☐ Yes.

Please indicate what documents have been disclosed.

☐ Please tick this box if you have enclosed a copy of the accounts.

☐ Please tick this box if you have enclosed a certified translation of the accounts.

☐ Please tick this box if no accounts have been disclosed.

Part 3**Constitution****C1****Constitution of company**

The following documents must be delivered with this application.

- Certified copy of the company's constitution and, if applicable, a certified translation.

Please tick the appropriate box(es) below.

- ☐ I have enclosed a certified copy of the company's constitution.
- ☐ I enclose a certified translation, if applicable.

C2**Constitutional documents**

Are all of the following details in the copy of the constitutional documents of the company?

- Address of principal place of business or registered office in home country of incorporation
- Objects of the Company
- Amount of issued share capital

→ **Yes** Go to **Part 4** 'Officers of the company'

→ **No** If any of the above details are not included in the constitutional documents, please enter them in **Section C3**.

The information is not required if it is contained within the constitutional documents accompanying this registration.

C3**Information not included in the constitutional documents**

Please give the address of principal place of business or registered office in the country of incorporation. ⑨

Building name/number

Street

Post town

County/Region

Postcode

Country

Please give the objects of the company and the amount of issued share capital.

Objects of the company

Amount of issued share capital

Part 4**Officers of the company**

Have particulars about this company been previously delivered in respect of another UK establishment?

→ **Yes** Please ensure you entered the registration number in **Section B1** and then go to **Part 5** of this form.

→ **No** Complete the officer details.

For a secretary who is an individual, go to **Section D1**; for a corporate secretary, go to **Section E1**; for a director who is an individual, go to **Section F1**; or for a corporate director, go to **Section G1**.

Secretary**D1****Secretary details**

Use this section to list all the secretaries of the company.
Please complete **Sections D1-D3**. For a corporate secretary, complete **Sections E1-E5**. Please use a continuation page if necessary.

Full forename(s)

Surname

Former name(s) ²**D2****Secretary's service address**

Building name/number

Street

Post town

County/Region

Postcode

Country

D3**Secretary's authority**

Please enter the extent of your authority as secretary. Please tick one box.

Extent of authority

- ☐ Limited
☐ Unlimited

Description of limited authority, if applicable

Are you authorised to act alone or jointly? Please tick one box.


- ☐ Alone
☐ Jointly

If applicable, name(s)
of person(s) with
whom you are
acting jointly

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Corporate secretary

E1	Corporate secretary details	
	Use this section to list all the corporate secretaries of the company. Please complete Sections E1-E3. Please use a continuation page if necessary.	
Name of corporate body or firm		
Building name/number		
Street		
Post town		
County/Region		
Postcode		
Country		
E2	Legal details	
	Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.	
Legal form of the corporate body or firm		
Governing law		
If applicable, where the company/firm is registered 		
If applicable, the registration number		
E3	Corporate secretary's authority	
	Please enter the extent of your authority as corporate secretary. Please tick one box.	
Extent of authority	<input type="checkbox"/> Limited <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	
If applicable, name(s) of person(s) with whom you are acting jointly		

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Director

F1 Director details	
Use this section to list all the directors of the company. Please complete Sections F1-F5. For a corporate director, complete Sections G1-G3. Please use a continuation page if necessary.	
Full forename(s)	
Surname	
Former name(s)	
Country/State of residence	
Nationality	
Month/year of birth	<div>X X</div> <div>m m</div> <div>y y y y</div>
Business occupation (if any)	

F2 Director's service address	
Building name/number	
Street	
Post town	
County/Region	
Postcode	
Country	

F3 Director's authority	
Please enter the extent of your authority as director. Please tick one box.	
Extent of authority	<div><input type="checkbox"/> Limited</div> <div><input type="checkbox"/> Unlimited</div>
Description of limited authority, if applicable	
Are you authorised to act alone or jointly? Please tick one box.	
<div><input type="checkbox"/> Alone</div> <div><input type="checkbox"/> Jointly Ⓢ</div>	
If applicable, name(s) of person(s) with whom you are acting jointly	

This page is not shown on the public record**Do not cover this barcode****F4****Director's date of birth**

Please complete your full date of birth below.

Date of birth

d	d	m	m	y	y	y	y
---	---	---	---	---	---	---	---

F5**Director's usual residential address**

Please complete your usual residential address below.

Building name/number

Street

Post town

County/Region

Postcode

Country

Regulation 25 of the
Overseas Companies
Regulations 2009.**Higher protection**

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.

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Corporate director

G1	Corporate director details	
	Use this section to list all the corporate directors of the company. Please complete G1-G3. Please use a continuation page if necessary.	
Name of corporate body or firm		
Building name/number		
Street		
Post town		
County/Region		
Postcode		
Country		
G2	Legal details	
	Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.	
Legal form of the corporate body or firm		
Governing law		
If applicable, where the company/firm is registered 		
If applicable, the registration number		
G3	Corporate director's authority	
	Please enter the extent of your authority as corporate director. Please tick one box.	
Extent of authority	<input type="checkbox"/> Limited <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	
If applicable, name(s) of person(s) with whom you are acting jointly		

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Part 5 UK establishment details

H1 Documents previously delivered - constitution

Has the company previously registered a certified copy of the company's constitution with material delivered in respect of another UK establishment?

→ **No** Go to **Section H3**.

→ **Yes** Please enter the UK establishment number below and then go to **Section H2**.

UK establishment
registration number

B

R

H2

Documents previously delivered – accounting documents

Has the company previously delivered a copy of the company's accounting documents with material delivered in respect of another UK establishment?

→ **No** Go to **Section H3**.

→ **Yes** Please enter the UK establishment number below and then go to **Section H3**.

UK establishment
registration number

B

R

H3

Delivery of accounts and reports

This section **must** be completed. Please state if the company intends to comply with accounting requirements with respect to this establishment or in respect of another UK establishment.

☐ In respect of this establishment. Please go to **Section H4**.

☐ In respect of another UK establishment. Please give the registration number below, then go to **Section H4**.

UK establishment
registration number

B

R

H4

Particulars of UK establishment

You **must** enter the name and address of the UK establishment.

Name of establishment

Building name/number

Street

Post town

County/Region

Postcode

Country

Please give the date the establishment was opened and the business of the establishment.

Date establishment
opened

d

d

m

m

y

y

y

y

Business carried on at
the UK establishment

Part 6 Permanent representative

Please enter the name and address of every person authorised to represent the company as a permanent representative of the company in respect of the UK establishment.

J1 Permanent representative's details

Please use this section to list all the permanent representatives of the company. Please complete **Sections J1-J4**.

Continuation pages

Please use a continuation page if you need to enter more details.

Full forename(s)

Surname

J2 Permanent representative's service address

Building name/number

Street

Post town

County/Region

Postcode

Country

J3 Permanent representative's authority

Please enter the extent of your authority as permanent representative. Please tick one box.

Extent of authority

- ☐ Limited
☐ Unlimited

Description of limited authority, if applicable

Are you authorised to act alone or jointly? Please tick one box.

- ☐ Alone
☐ Jointly

If applicable, name(s) of person(s) with whom you are acting jointly

This page is not shown on the public record**Do not cover this barcode****J4****Permanent representative's usual residential address**

Please complete your usual residential address below.

Building name/number

Street

Post town

County/Region

Postcode

Country

Regulation 25 of the
Overseas Companies
Regulations 2009.**Higher protection^o**

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Part 7**Person authorised to accept service**

Does the company have any person(s) in the UK authorised to accept service of documents on behalf of the company in respect of its UK establishment?

→ **Yes** Please enter the name and service address of every person(s) authorised below.

→ **No** Tick the box below then go to **Part 8** 'Signature'.

☐ If there is no such person, please tick this box.

K1**Details of person authorised to accept service of documents in the UK**

Please use this section to list all the persons' authorised to accept service below. Please complete **Sections K1-K2**.

Full forename(s)

Surname

K2**Service address of person authorised to accept service**

Building name/number

Street

Post town

County/Region

Postcode

Country

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Part 8

Signature

	<div>This must be completed by all companies.</div> <div>I am signing this form on behalf of the company.</div>	
Signature	<div><div>Signature</div><div>X</div></div> <div>This form may be signed by: Director, Secretary, Permanent representative.</div>	X

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How to pay

A fee of £20 is payable to Companies House in respect of a registration of an overseas company.
Make cheques or postal orders payable to 'Companies House.'

Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below:

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.

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.

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Secretary

D1	Secretary details	
	Please use this section to list all the secretaries of the company. Please complete Sections D1-D3. For a corporate secretary, complete Sections E1-E3.	
Full forename(s)		
Surname		
Former name(s) ²		
D2	Secretary's service address	
Building name/number		
Street		
Post town		
County/Region		
Postcode		
Country		
D3	Secretary's authority	
	Please enter the extent of your authority as secretary. Please tick one box.	
Extent of authority	<input type="checkbox"/> Limited ⁴ <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	
If applicable, name(s) of person(s) with whom you are acting jointly		

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Corporate secretary

E1	Corporate secretary details	
	Please use this section to list all the corporate secretaries of the company. Please complete Sections E1-E3 .	
Name of corporate body or firm		
Building name/number		
Street		
Post town		
County/Region		
Postcode	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	
Country		
E2	Legal details	
	Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.	
Legal form of the corporate body or firm		
Governing law		
If applicable, where the company/firm is registered		
If applicable, the registration number		
E3	Corporate secretary's authority	
	Please enter the extent of your authority as corporate secretary. Please tick one box.	
Extent of authority	<input type="checkbox"/> Limited <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	
If applicable, name(s) of person(s) with whom you are acting jointly		

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Director

F1	Director details
	Use this section to list all the directors of the company. Please complete Sections F1-F5 . For a corporate director, complete Sections G1-G3 . Please use a continuation page if necessary.
Full forename(s)	
Surname	
Former name(s)	
Country/State of residence	
Nationality	
Month/year of birth	<div>X</div> <div>X</div> <div>m</div> <div>m</div> <div>y</div> <div>y</div> <div>y</div> <div>y</div>
Business occupation (if any)	

F2	Director's service address
Building name/number	
Street	
Post town	
County/Region	
Postcode	
Country	

F3	Director's authority
	Please enter the extent of your authority as director. Please tick one box.
Extent of authority	<div><input type="checkbox"/> Limited</div> <div><input type="checkbox"/> Unlimited</div>
Description of limited authority, if applicable	
	Are you authorised to act alone or jointly? Please tick one box.
	<div><input type="checkbox"/> Alone</div> <div><input type="checkbox"/> Jointly</div>
If applicable, name(s) of person(s) with whom you are acting jointly	

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F4

Director's date of birth

Please complete your full date of birth below.

Date of birth

d	d	m	m	y	y	y	y
---	---	---	---	---	---	---	---

F5

Director's usual residential address

Please complete your usual residential address below.

Building name/number

Street

Post town

County/Region

Postcode

Country

Regulation 25 of the
Overseas Companies
Regulations 2009.

Higher protection

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☐

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Corporate director

G1	Corporate director details	
	Please use this section to list all the corporate directors of the company. Please complete Sections G1-G3 .	
Name of corporate body or firm		
Building name/number		
Street		
Post town		
County/Region		
Postcode	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	
Country		
G2	Legal details	
	Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.	
Legal form of the corporate body or firm		
Governing law		
If applicable, where the company/firm is registered ²		
If applicable, the registration number	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	
G3	Corporate director's authority	
	Please enter the extent of your authority as corporate director. Please tick one box.	
Extent of authority	<input type="checkbox"/> Limited <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	
If applicable, name(s) of person(s) with whom you are acting jointly		

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Permanent representative

J1	Permanent representative's details	
	Please use this section to list all the permanent representatives of the company. Please complete Sections J1-J4 .	
Full forename(s)		
Surname		
J2	Permanent representative's service address	
Building name/number		
Street		
Post town		
County/Region		
Postcode		
Country		
J3	Permanent representative's authority	
	Please enter the extent of your authority as permanent representative. Please tick one box.	
Extent of authority	<input type="checkbox"/> Limited <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	
If applicable, name(s) of person(s) with whom you are acting jointly		

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Do not cover this barcode

J4 **Permanent representative's usual residential address¹**

Please complete your usual residential address below.

Building name/number

Street

Post town

County/Region

Postcode

Country

Regulation 25 of the
Overseas Companies
Regulations 2009.

Higher protection²

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.

☐

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Where you are applying for higher protection with this notice, the application and this form must be posted together.

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Person authorised

K1	Details of person authorised to accept service of documents in the UK	
	Please use this section to list all the persons' authorised to accept service below. Please complete Sections K1-K2 .	
Full forename(s)		
Surname		

K2	Service address of person authorised to accept service	
Building name/number		
Street		
Post town		
County/Region		
Postcode	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
Country		