

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		Filling in this form Please complete in typescript (10pt or above), or in bold black capitals All fields are mandatory unless specified or indicated by *
	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

This section does not apply to a European Economic Area (EEA) company registering its corporate name.	
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.	
<input type="checkbox"/> 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.	

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?

☐ Yes

☐ No

B3 Company details

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

Legal form

Country of
incorporation *

Identity of register
in which it is
registered

Registration number in
that register

B4 EEA or non-EEA member state

Was the company formed outside the EEA?

Yes Complete **Sections B5** and **B6**.

No Go to **Section B6**.

B5 Governing law and accounting requirements

Please give the law under which the company is incorporated.

Governing law

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

Yes Complete the details below.

No Go to **Part 3**.

OS IN01

Registration of an overseas company opening a UK establishment

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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B6

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.

☐ 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**EEA or non-EEA member state**

Was the company formed outside the EEA?

Yes Go to **Section C3**.

No Go to **Part 4** 'Officers of the company'.

C3**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 C4**.

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

C4**Information not included in the constitutional documents**

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

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

OS IN01

Registration of an overseas company opening a UK establishment

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.

Continuation pages

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

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)

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

OS IN01

Registration of an overseas company opening a UK establishment

Corporate secretary

E1	Corporate secretary details	
	Use this section to list all the corporate secretaries of the company. Please complete Sections E1-E5. Please use a continuation page if necessary.	
Name of corporate body or firm		
Building name/number		
Street		
Post town		
County/Region		
Postcode		
Country		
E2	Location of the registry of the corporate body or firm	
	Is the corporate secretary registered within the European Economic Area (EEA)? Yes Complete Section E3 only No Complete Section E4 only	
E3	EEA companies	
	Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register.	
Where the company/firm is registered		
Registration number		
E4	Non-EEA companies	
	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		

OS IN01

Registration of an overseas company opening a UK establishment

E5

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			

OS IN01

Registration of an overseas company opening a UK establishment

Director

F1

Director details

Use this section to list all the directors of the company. Please complete **Sections F1-F4**. For a **corporate director**, complete **Sections G1-G5**. Please use a continuation page if necessary.

Full forename(s)

Surname

Former name(s)

Country/State of residence

Nationality

Date of birth

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

Business occupation (if any)

F2

Director's service address

Building name/number

Street

Post town

County/Region

Postcode

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Country

OS IN01

Registration of an overseas company opening a UK establishment

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F3

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.

OS IN01

Registration of an overseas company opening a UK establishment

F4

Director's authority

Please enter the extent of your authority as director. 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

OS IN01

Registration of an overseas company opening a UK establishment

Corporate director

G1	Corporate director details	
	Use this section to list all the corporate directors of the company. Please complete G1-G5. Please use a continuation page if necessary.	
Name of corporate body or firm		
Building name/number		
Street		
Post town		
County/Region		
Postcode		
Country		
G2	Location of the registry of the corporate body or firm	
	Is the corporate director registered within the European Economic Area (EEA)? Yes Complete Section G3 only No Complete Section G4 only	
G3	EEA companies	
	Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register.	
Where the company/firm is registered		
Registration number		
G4	Non-EEA companies	
	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		

OS IN01

Registration of an overseas company opening a UK establishment

G5

Corporate director’s authority

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

Part 5 UK establishment details

H1	Documents previously delivered - constitution	
	<p>Has the company previously registered a certified copy of the company's constitution with material delivered in respect of another UK establishment?</p> <p>No Go to Section H3. Yes Please enter the UK establishment number below and then go to Section H2.</p>	
UK establishment registration number	B R <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
H2	Documents previously delivered – accounting documents	
	<p>Has the company previously delivered a copy of the company's accounting documents with material delivered in respect of another UK establishment?</p> <p>No Go to Section H3. Yes Please enter the UK establishment number below and then go to Section H3.</p>	
UK establishment registration number	B R <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Sections H3 and H4 must be completed in all cases.		
H3	Delivery of accounts and reports	
	<p>Please state if the company intends to comply with accounting requirements with respect to this establishment or in respect of another UK establishment.</p> <p><input type="checkbox"/> In respect of this establishment. Please go to Section H4. <input type="checkbox"/> In respect of another UK establishment. Please give the registration number below, then go to Section H4.</p>	
UK establishment registration number	B R <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

OS IN01

Registration of an overseas company opening a UK establishment

H4

Particulars of UK establishment

	Please enter the name and address of the UK establishment.		
Name of establishment			
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			
	Please give the date the establishment was opened and the business of the establishment.		
Date establishment opened	<div><div>d</div><div></div><div>d</div><div></div><div>m</div><div></div><div>m</div><div></div><div>y</div><div></div><div>y</div><div></div><div>y</div><div></div><div>y</div><div></div></div>		
Business carried on at the UK establishment			

Part 6 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**.

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

OS IN01

Registration of an overseas company opening a UK establishment

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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.

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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**.

Continuation pages

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

Full forename(s)

Surname

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

Building name/number

Street

Post town

County/Region

Postcode

Country

OS IN01

Registration of an overseas company opening a UK establishment

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>Signature</div>	
	<div>This form may be signed by: Director, Secretary, Permanent representative.</div>	

OS IN01

Registration of an overseas company opening a UK establishment

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
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

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The Registrar of Companies, PO Box 4082,
Cardiff, CF14 3WE.