



**ADVICE NOTE**

# VERIFICATION OF IDENTITY OF COMPANY DIRECTORS

The Economic Crime and Corporate Transparency Act 2023 will require identity verification for certain company individuals, including directors, starting 18 November 2025.



## CONTENTS

|   |          |
|---|----------|
| <b>Summary</b>  | <b>3</b> |
| <b>Identity verification triggers</b>   | <b>3</b> |
| <b>Procedure of verifying identity</b>  | <b>3</b> |
| <b>Direct with Companies House using the 'Verify your identity for Companies House' service</b> | <b>4</b> |
| <b>Using an Authorised Corporate Service Provider (ACSP)</b>                                    | <b>4</b> |
| <b>What happens when you verify</b>   | <b>4</b> |
| <b>Directors</b>  | <b>4</b> |

## NOTE

As the leading trade body for residential leasehold management, TPI is also an important resource for leaseholders. Our Advice Notes cover a range of topics on the leasehold system to help leaseholders understand their rights and responsibilities and ultimately get the most out of living in their flat.

## SUMMARY

The Economic Crime and Corporate Transparency Act 2023 (ECCTA) introduces a number of reforms for companies, including the introduction of identity verification procedures for specified individuals, including directors. These provisions come into force from 18th November 2025.

Previously, it was not a legal requirement for company directors to verify their identities with Companies House. One of ECCTA's objectives is to "prevent organised criminals, fraudsters, kleptocrats and terrorists from using companies and other corporate entities to abuse the UK's open economy". This is achieved by strengthening the legislative framework around who can be a director of a company and by ensuring that all directors will have their identity verified at Companies House.

This new requirement will apply to directors of residents' management companies and right to manage (RTM) companies. From 18th November 2025 onwards, existing (and new) directors will be required to have their identity verified.

### Identity verification triggers

From 18th November, the following events will trigger the identity verification requirements:

| Individual         | Trigger event for compulsory identity verification  |
|--------------------|---|
| New directors      | When registering a new company or being appointed to an existing company, new directors will be required to provide their personal code as proof that they have completed the identity verification requirements.                               |
| Existing directors | The company's first confirmation statement filed after 18 November 2025 must contain the director's personal code. Any individual who holds multiple directorships will be required to do this for each company where they serve as a director. |

It's important to note the identity verification requirements extend to persons with significant control, which is outside of the scope of this advice note.

### Procedure of verifying identity

There are two routes for verifying an individual's identity.

1. Direct verification with Companies House
2. Verification by an Authorised Corporate Service Provider (ACSP)

You can only verify your identity for Companies House using the following options. Companies House has made clear that directors should not post or email your identity documents to it.

### Direct with Companies House using the 'Verify your identity for Companies House' service

This service uses GOV.UK One Login to verify your identity. It is free of charge.

GOV.UK One Login will ask you some simple questions to find the best way for you to verify your identity. Depending on your answers, you'll then be guided to verify:

- with an app. Applicants using this service must have a suitable smart phone with a working camera and will be required to download the GOV.UK Check App
- by answering security questions online. Applicants using this service will be required to answer security questions, also known as knowledge based questions, only they should know the answer to
- by entering your details from your photo ID on GOV.UK One Login first, then going to a participating Post Office in person

The table below sets out a comparison of the type of identity evidence required to be provided for the three routes for identity verification by Companies House is it 'first come first serve' in which case can the property manager offer a communal chargeable charging point?



| Using the GOV.UK One Login ID Check app                | Using the GOV.UK One Login web service                      | Using the GOV.UK One Login face to face (F2F) service                                      |
|--|---|--|
| <b>Applicants must also have a UK home address</b>     |   |  |
| Passport with biometric chip, not expired              | UK Passport, up to 6 months expired                         | Passport with biometric chip, up to 18 months expired                                      |
| UK photocard driving licence, full or provisional      | UK photocard driving licence, full or provisional           | Passport without biometric chip, supported countries only, up to 18 months expired         |
| UK biometric residence permit, up to 18 months expired | UK bank account supported by a UK National Insurance Number | UK and EU photocard driving licence, full or provisional                                   |
| UK biometric residence card                            |   | UK biometric residence permit, up to 18 months expired                                     |
| UK Frontier Worker permit                              |   | National identity photocard from an EEA country, standardised chipped biometric cards only |

Once an individual has successfully verified their identity with Companies House they will be issued with a personal code by Companies House.

### Using an Authorised Corporate Service Provider (ACSP)

Alternatively, applicants can ask an Authorised Corporate Service Provider (ACSP) to verify their identity. For example, an accountant or solicitor. This is also known as a Companies House authorised agent.

ACSPs, also known as “Companies House authorised agents”, can make verification statements which have the effect of changing an individual’s status from unverified to verified at Companies House. These forms of verification statements can only be delivered by ACSPs.

The ACSP regime is intended to be for intermediaries such as accountants, legal advisers and company formation agents who are registered with a supervisory body for anti-money laundering (AML) purposes and already have an existing obligation to carry out customer due diligence checks on their clients.

When an agent has agreed to verify identity, the applicant will need to provide them with documents from an approved list as evidence of their identity. They may charge a fee for their services.

### What happens when you verify

When identity has successfully verified, an applicant will get a unique identifier known as a Companies House personal code. The code is personal to the applicant, not the company.

A personal code is a unique identifying number that is 11 digits long and is allocated by Companies House to individuals whose identity has been verified. A person will have one personal code only.

### Directors

If you’re currently a director, you’ll need to provide your personal code in your company’s next confirmation statement filing from 18 November 2025.

If you become a director after 18 November 2025, you’ll need to provide it as part of your appointment filing or when you incorporate a company.

## The Property Institute

### The Property Institute

3rd Floor, 2–4 St George’s Road  
Wimbledon  
London  
SW19 4DP

Tel 020 7978 2607  
info@tpi.org.uk  
www.tpi.org.uk

### Note:

Whilst every effort has been made to ensure the accuracy of the information contained in this TPI Advisory Note, it must be emphasised that because TPI has no control over the precise circumstances in which it will be used, TPI, its officers, employees and members can accept no liability arising out of its use, whether by members of TPI or otherwise.

The TPI Advisory Note is of a general nature only and makes no attempt to state or conform to legal requirements; compliance with these must be the individual user’s own responsibility and therefore it may be appropriate to seek independent advice.