

Companies House Identity Verification

Overview

Companies House has introduced **identity verification** requirements under the Economic Crime and Corporate Transparency Act 2023.

This means individuals involved in UK companies must confirm their identity before they can act or be appointed. The aim is to improve transparency and reduce fraud.

Who Needs to Verify Their Identity? You must verify your identity if you are:

- A **director** of a UK company
- A **person with significant control (PSC)**
- A **member of an LLP**
- Someone filing on behalf of a company (e.g. accountant or agent)
- An **Authorised Corporate Service Provider (ACSP)**

When Is Verification Required?

- **New directors/PSCs:** Before appointment
- **Existing directors/PSCs:** During the transition period
- **Filing documents:** Required before submissions can be made

If you do not verify your identity, you **cannot act for a company or submit filings**.

How to Verify Your Identity

There are **three main methods**:

1. Online via GOV.UK One Login

- Uses passport or driving licence
- Requires a smartphone and facial recognition
- No cost

2. In Person at a Post Office

- Suitable if you cannot complete online
- Requires valid ID documents

3. Through an Accountant or Agent (ACSP)

- Your accountant verifies your identity on your behalf
- Must be registered with Companies House
- A fee may apply

Optional: Using an Accountant for Verification

You can choose to complete identity verification through an authorised accountant.

Typical process:

- A secure link is sent to you
- Upload your passport or driving licence

Company Number: 12475920 VAT Number: 502700738

Services Include:

Personal and Business Tax Returns, Payroll, Book-Keeping, Management Accounts

- Take a live selfie
- Submit for verification

Key points:

- No app required
- Usually takes less than 5 minutes
- You will have **28 days to complete the check**
- Typically **up to 3 attempts allowed**

Possible outcomes:

Outcome	Meaning
Approved	Identity successfully verified
Refer	Requires manual review (e.g. unclear images)
Rejected	Identity could not be verified

Common reasons for issues:

- Blurry or unclear images
- Document partially hidden
- Incorrect or unsupported ID
- Signs of editing or tampering

Typical fee: £60 + VAT per person

Information You Will Need

- Valid **photo ID** (passport or driving licence)
- Current address details
- Email address or UK mobile number
- Ability to take a live selfie

What Happens After Verification?

- You will receive a **Companies House personal code**
- This code is unique to you (not your company)
- It is required for filings and linking your identity to Companies House

Important:

Only share your personal code with trusted parties (e.g. your accountant).

Key Points

- Identity verification is **mandatory**
- It helps prevent **fraud and misuse of companies**
- You cannot act as a director or PSC without verification
- Agents must also be authorised
- In most cases, you only need to verify **once**

Penalties for Non-Compliance

- Inability to file documents
- Potential **criminal offence**

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- Possible **finances or director disqualification**

How GMS Accountants Can Help

- Verify your identity as an authorised agent
- Manage the verification process for you
- Ensure Companies House compliance
- Assist with ongoing filings and company administration

Simple Summary

Companies House identity verification means anyone running or controlling a company must prove who they are. This can be done online, in person, or through an accountant. Without it, you may not be able to act for your company or submit information.

The GMS Approach

Tax planning should not be a once-a-year exercise.

At GMS, we focus on forward planning throughout the year — monitoring profit levels, reviewing thresholds and identifying opportunities before tax liabilities become fixed.

This includes:

- Managing higher rate exposure
- Timing capital expenditure strategically
- Structuring salary, dividends and pension contributions efficiently
- Reviewing profit regularly to avoid surprises

Quarterly reviews create visibility, control and informed decision-making.

Compliance is essential. Planning is where real value is created.

Disclaimer

This fact sheet is for general guidance only and does not constitute personalised tax advice. Tax legislation, thresholds and reliefs may change. The suitability of any strategy depends on your individual circumstances. Professional advice should be obtained before taking action based on the information contained within this document.