

OS AP07

Appointment by an overseas company of 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
appoint a person authorised to
accept service of documents on
behalf of the company.

✗ **What this form is NOT for**
You cannot use the form to appoint
a person authorised to represent
the company as a permanent
representative. To do this, please
use form OS AP05.

For further information, please
refer to our guidance at
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 Date of appointment of new person authorised

Date of appointment	<input type="text"/>
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4 Details of new person authorised

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

5 Service address of new person authorised ①

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"/>

① **Service address**
This address must be in the UK and
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.

6 Signature ②

Signature	Signature ✗
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✗ ② 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 the UK establishment details in Section 2.
- You have completed the date of appointment in Section 3.
- You have completed the details of the person authorised in Section 4.
- You have provided the service address in Section 5.
- The 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 or email 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