



Companies House Identity Verification: **New Deadline Alert** for Your Business

From Tuesday 18 November 2025, it becomes a legal requirement for directors of limited companies or a Person with Significant Control (PSCs) to have completed their identity verification.

This brief guide will help you understand what you need to do and the actions required to ensure your company remains compliant.

- ❏ **Critical Deadline:** Existing directors must verify their identity by the date their company files its next annual confirmation statement on or after 18 November 2025. Failure to comply can prevent your company from filing essential documents with Companies House.

What Action Do You Need to Take?

We are contacting you now as your company's next confirmation statement is due to be filed on or after 18 November and this will be affected by the new identity verification requirements.

We are keen to ensure that all required checks have been completed prior to the filing date, or you will be unable to submit your confirmation statement or we will be unable to submit on your behalf.

Important Consequences

Failure to file a confirmation statement can lead to possible fines or the company being struck off the register.

If you do not verify your identity at Companies House on or after the 18 November 2025 you will not be able to file certain documents at Companies House, including your company's annual confirmation statement.

The Good News

You only need to verify your identity once. Upon successful completion, you will receive a confirmation email containing your Personal Code. This unique code can be used for any company to which you are a director or a PSC and can be applied to all other appointments and companies.



Filing Deadline

Verification required before next confirmation statement



One-Time Process

Complete once, use for all future appointments



Personal Code

Unique identifier for all your company roles

Identity Verification Requirements

Theataccounts are an Authorised Corporate Service Provider (ACSP) and can carry out identity verification checks and will ensure your Personal Code is linked to all relevant company registrations. You will need to provide two forms of acceptable identification; **one** Primary document and **one** Supporting document.

Primary Identity Documents

UK Passport

Current and valid UK passport - most convenient for online verification

UK Photocard Driving Licence

Current and valid UK driving licence with photo

Supporting Documents

Bank Statement

A recent bank statement (within 3 months of verification date) showing current address.

Utility Bill

A recent utility bill (within 3 months of verification date) showing current address.

How to Verify Your Identity

Professional Service

Theataccounts are an Authorised Corporate Service Provider (ACSP) and can carry out identity verification checks.



UK Identity Check

£35.00 + VAT for each UK verification



Additional Directors

£17.50 + VAT for each UK verification

Free Options

You can verify your identity with Companies House through GOV.UK One Login. This can be completed online.



Online via GOV.UK

Use your GOV.UK One Login account for online verification



In Person at a Post Office

If you do not have the necessary forms of ID, you can visit a Post Office

Next Steps and How We Can Help

We recommend beginning the identity verification process now to ensure seamless compliance and avoid any potential disruptions to your company filings. Individuals who are required to verify their identity are encouraged to do so as soon as possible to avoid disruption or potential non-compliance.

1 — Start Verification Now

Do not wait until the last minute to begin your identity verification. Process this early to avoid potential delays or complications with your company filings.

2 — Choose Your Method

You can ask our team to handle it for you, or you may choose to complete the verification process yourself. This can be done for free via GOV.UK One Login or at a Post Office.

3 — Secure Your Personal Code

Once verified, send us your Companies House Personal Code. Keep this secure as you may need to use this in future.

4 — Contact Us for Support

Our team can handle the entire verification process, ensure full compliance, and manage your ongoing company filing requirements. Contact us and we will explain the next steps.

Important Reminders

- ❏ **If you have completed your own identity verification, please forward your Personal Code to us as soon as possible.**

Our service is designed to save you time whilst ensuring full compliance with the new legislative requirements and avoiding any potential disruptions to your company filings.

Contact Information

Contact our team today to discuss how we can assist with your identity verification requirements and ensure your company remains fully compliant.

Email us:

cosec@theataccounts.co.uk