

## SCHEDULE V

### ACTING AS AN AUTHORISED CORPORATE SERVICE PROVIDER (ACSP) WITHOUT ID VERIFICATION SERVICES

This schedule should be read in conjunction with the engagement letter and the terms of business and Schedule B under which we agree to file documents for you at Companies House.

#### 1. RESPONSIBILITIES AND SCOPE FOR AN AUTHORISED CORPORATE SERVICE PROVIDER

##### 1.1 Acting as Authorised Corporate Service Provider

1.1.1 In accordance with the requirements of the Economic Crime and Corporate Transparency Act 2023 ('ECCTA') to meet your statutory and regulatory obligations, you are engaging us to provide services as an ACSP to file documents (eg statutory accounts, confirmation statement and other necessary documents) at Companies House on your behalf.

1.1.2 You will provide us with the Companies House personal code for directors and Persons with Significant Control ('PSCs') and the Company code.

##### 1.2 Nature of ACSP Services

1.2.1 We are authorised to act as an ACSP under the ECCTA.

1.2.2 This means that we can file documents (eg statutory accounts, confirmation statements and other necessary documents) for you at Companies House on your behalf, provided all directors and PSCs have verified their identities in accordance with the requirements of the ECCTA.

1.2.3 We do not agree to provide any such filing service under this schedule of services but may do so under other schedules of services agreed with you, for example, for the completion and filing of your statutory accounts.

1.2.4 Any agreement to file documents under any other schedule is conditional on you confirming to us the names of all directors and PSCs and providing us with completed identity verification and all digital verification codes for those persons and the company code.

1.2.5 We are not instructed by you to assist you in providing identity verification services for your directors or for PSCs (both as reported by you to us). The GOV.UK One Login web service is available to enable those persons who meet the necessary conditions to verify their identity via that service. The link to the GOV.UK One Login web service is: <https://www.gov.uk/guidance/proving-your-identity-with-the-govuk-one-login-app> If the conditions for use for the GOV.UK One Login web service are not met, those persons should arrange alternative measures to verify their identify.

1.2.6 You agree to provide us with the outcome of the verification process for anyone who undertakes verification via the GOV.UK One Login method or through other methods within five working days of the application. We will be unable to act for you as ACSP, nor will we be able to carry out any other services under any other schedules where we are required to file documentation on your behalf at Companies House unless and until all directors and PSCs have successfully verified their identity and provided us with their Companies House Personal Code.

- 1.2.7 You agree that you will provide (and ensure that all relevant individuals provide) all evidence required to confirm the details of the application made by them (including the date of such application and the outcome) under the GOV.UK One Login verification process or alternative identity verification process. We will retain such records in line with regulatory requirements.
- 1.2.8 We reserve the right to withdraw from acting as an ACSP where the identity verification standard cannot be met or has not been met for all directors and PSCs.
- 1.2.9 We reserve the right to report any unsuccessful applications to verify a person's identity to any regulatory or statutory authority in accordance with our regulatory and professional duties.
- 1.2.10 We remind you that, if requested by Companies House, we must provide more information about identify checks performed.

### **1.3 Excluded Work**

- 1.3.1 The scope of our services provided to you will be only as set out above and all other services which we may offer are excluded under this schedule.
- 1.3.2 We will not accept any responsibility to any third parties for the work performed under this Schedule.
- 1.3.3 We will not audit or otherwise verify the information provided to us by you or by third parties on your behalf beyond our statutory and regulatory requirements in providing this service and will be entitled to assume that it is complete and accurate.

### **1.4 Changes in the law, in practice or in public policy**

- 1.4.1 We will not accept responsibility if you act on advice given by us on an earlier occasion without first confirming with us that the advice is still valid in the light of any change in the law, practice, public policy or in your circumstances.
- 1.4.2 We will accept no liability for losses arising from changes in the law (or the interpretation thereof), practice or public policy that are first published after the date on which the advice is given.

### **1.5 Your responsibilities**

- 1.5.1 You will provide us with the following information to enable us to act
- Name of the Limited Company
  - Company number
  - Companies House authentication code (this is needed to set the company up on the company secretarial software)
  - Details of each Director and PSC of the Company as follows:-
    - Full Name
    - Date of Birth
    - Email Address
    - Home address (including all previous addresses covering the last 12 months)
    - Companies House Personal Code
  - Details of any new Directors and PSCs within 7 days of them becoming a Director/PSC along with the details and confirmation referred to in the previous bullet points above.

1.5.2 You agree to keep us promptly informed of all material changes in circumstances that could affect you in relation to our role as ACSP - this includes but is not limited to, any change in the directors or PSCs in the company and you authorise us to report any changes to Companies House or other authorities as required. If you are unsure whether a change should be reported, please contact us for advice.

**1.6 Who can benefit from or rely on our work**

1.6.1 You will benefit from us carrying out this work and will be entitled to benefit from our work.

1.6.2 No other party is entitled to benefit from our work without our express agreement in writing. No third parties may rely on any work that we carry out or any advice that we give without our express agreement in writing.

**1.7 Who can give us instructions**

1.7.1 We shall be entitled to receive instructions from any person who appears to have authority to act on your behalf (unless you specifically instruct us in writing that only named persons may give us instructions).

**1.8 Who we may contact for information**

1.8.1 You agree that, subject to permission from you, we can contact third parties for information about your affairs and that we may rely on the information that they provide to us and that we shall not be liable for any errors or omissions in that information.

1.8.2 You confirm that we may contact any of the directors or PSCs who you give us details of to obtain details of the outcome of each identity verification application, and any Companies House Personal Code(s) obtained by each such individual who successfully completes the identity verification process.