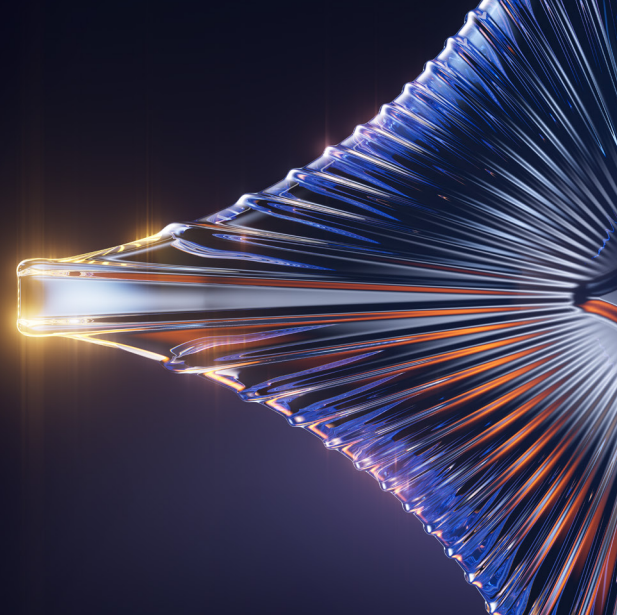




# Companies House ID verification: Your quick guide



We are HaysMac, an award-winning, full-service accountancy firm, and an Authorised Corporate Service Provider (ACSP).

Our Company Secretarial team are on hand to assist you through the upcoming legislative changes regarding Companies House' Identity verification changes.

We are advising our clients to get ahead of the game and verify voluntarily before this ID verification becomes mandatory. After all, Why wait?

Contact Sara Shrouti to discuss how this affects you, and how HaysMac can take this burden off your hands.



**Sara Shrouti**  
Manager, Company Secretarial  
T +44 20 7396 4203  
E [sshrouti@haysmac.com](mailto:sshrouti@haysmac.com)

## Understanding Identity Verification for Companies House

Companies House is currently introducing identity verification. This is designed to reduce the risk of fraud and to improve transparency and the accuracy of information on the Companies House register.

### What is identity verification?

Identity verification is a process to confirm that individuals holding key roles within UK companies are who they claim to be.

Verification is intended to be a one-time requirement.

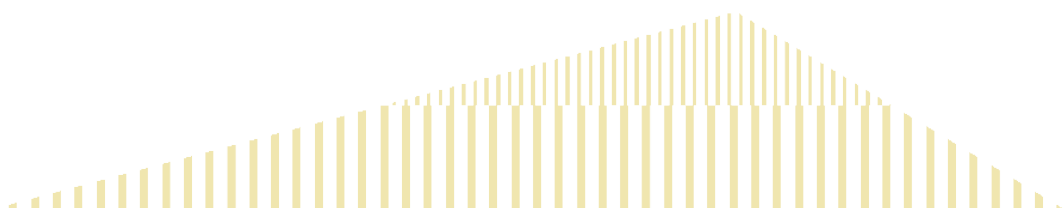
It will be an offence if you fail to comply with the requirements.

### Does this impact me?

Anyone incorporating, running, controlling or owning a company in the UK will need to verify their identity.

You will be legally required to verify if you are a:

- ◆ Director (new or existing) of a UK company;
- ◆ Member of a Limited Liability Partnership (LLP) (including general partner and individual managing officers of general partners who are legal entities);
- ◆ Person with significant control ("PSC") (new or existing)
- ◆ Relevant Officer of a registerable relevant legal entity ("RRLE") (i.e. a qualifying company that would be a PSC if it were an individual);
- ◆ Authorised Corporate Service Provider ("ACSP"); or
- ◆ Individual who makes filings on behalf of a company either on their own or another's behalf (e.g. a company secretary) (unless they are an officer or employee of an ACSP).



# How do I verify my identity?

There are two routes to verify.

## *Option 1: Direct verification with Companies House:*

You may choose to verify online directly with Companies House using the GOV.UK One Login service which is free of charge. Verification will require specific identity documentation, typically:

- ◆ A biometric passport (any nationality), or
- ◆ A UK photocard driving licence

This process will ask you some questions to select the best way to verify your identity online and depending on your answers, it will guide you to verify using the GOV.UK mobile phone app or a web browser. If you don't have the required types of ID but live in the UK, you may be able to verify with bank/building society details as an alternative (and the "Verify your identity for Companies House" service will clarify if you can use this service and whether or not you may be able to complete the verification process at a participating post office if you are struggling to take the requisite scans of your face and your identity documents).

Important: Upon successful verification, you will receive a unique code. This code must be retained, as it will be required to link your role at Companies House once the legislation is in force. The code is not sent by email.

## *Option 2: Verification via HaysMac:*

HaysMac is a registered ACSP and can demonstrate your identity is verified to the standard required under the legislation.

To initiate the process, please email [IDV@HaysMac.com](mailto:IDV@HaysMac.com) with the following information:

- ◆ Name(s) of the company the identity verification relates to
- ◆ For each individual to be verified:
  - Full legal name
  - Date of birth
  - Country of residence
  - Email address
  - Current residential address\*

**\*Please note: Non-UK residents must also provide proof of address dated within the last 3 months.**

Once these details are received, the individual will be sent a secure email from [ClientServices@smartsearch.com](mailto:ClientServices@smartsearch.com). This will contain a link to upload ID documents and complete the verification process securely.

After verification is completed, Companies House will issue a unique verification code by email, which should be retained for future reference.

Whichever route you select, the general rule is that you will only need to verify your identity once with Companies House (although this does not replace any verification that HaysMac may be required to undertake in accordance with our internal due diligence requirements).

## What happens if I don't verify?

Once the legislation is fully in force and if you do not complete identity verification, the consequences include:

You will not be able to act as a director or PSC

- ♦ The company and each of the officers will be committing a criminal offence/be liable for civil penalties issued directly by Companies House.
- ♦ A publicly visible "unverified" flag may be added to the Companies House register in relation to which can cause reputational damage as it illustrates the company is not compliant.
- ♦ The company may not be able to make its required statutory filings (which means further consequences such as fines and being struck off are also a risk).

Important: All companies should be aware it is an offence to be directed by an unverified director (and should ensure this is considered when appointing new directors and factored into your internal processes).

Date	Requirement
April 2025	Voluntary identity verification opened. This means you can choose to start the process now and complete verification before it becomes compulsory.
Autumn 2025	Compulsory for all new incorporations (directors and PSCs must be verified at the point of incorporation)
Autumn 2025	For existing companies, the transition period of 12 months also begins this Autumn. During this period, all existing directors and PSCs must complete identity verification by the date their next confirmation statement is due.
Spring 2026	Identity verification will be compulsory for anyone filing a document at Companies House.

## What should I do now?

If you are impacted by this new legislation, we recommend that you act now.

Avoid waiting until you are required to verify as HaysMac expects technical delays and a huge demand on resource at Companies House this coming Autumn.

If you are impacted, please feel free to email [IDV@HaysMac.com](mailto:IDV@HaysMac.com), if you have any questions or need assistance.



**Sara Shrouti**  
Manager, Company Secretarial  
T +44 20 7396 4203  
E [sshrouti@haysmac.com](mailto:sshrouti@haysmac.com)



**Elena Ramkalawon**  
Partner, Head of Outsourcing  
T +44 20 7396 4311  
E [eramkalawon@haysmac.com](mailto:eramkalawon@haysmac.com)



# HaysMac<sup>★</sup>



10 Queen Street Place  
London EC4R 1AG

T 020 7969 5500  
E [marketing@haysmac.com](mailto:marketing@haysmac.com)

[haysmac.com](http://haysmac.com)

© Copyright 2025 HaysMac LLP. All rights reserved.

HaysMac is the trading name of HaysMac LLP, a limited liability partnership. Registered number: OC423459. Registered in England and Wales. Registered to carry on audit work in the UK and regulated for a range of investment business activities by the Institute of Chartered Accountants in England and Wales. A list of members' names is available for inspection at 10 Queen Street Place, London EC4R 1AG. A member of the ICAEW Practice Assurance Scheme.

**Disclaimer:** This publication has been produced by the partners of HaysMac LLP and is for private circulation only. Whilst every care has been taken in preparation of this document, it may contain errors for which we cannot be held responsible. In the case of a specific problem, it is recommended that professional advice be sought. The material contained in this publication may not be reproduced in whole or in part by any means, without prior permission from HaysMac LLP.



Winner: Large Firm  
of the Year 2023



An eprivaclient  
top accountancy firm 2024



Top 10 auditor to quoted companies  
in Adviser Ranking Listing