



## Companies House Identity Verification – FAQ

### 1. What is happening?

From 18 November 2025, all directors and people with significant control (PSCs) must verify their identity with Companies House. This is a legal requirement under the Economic Crime and Corporate Transparency Act 2023.

### 2. What is a PSC?

A Person with Significant Control (PSC) is someone who:

- Owns more than 25% of the company's shares, or
- Holds more than 25% of the voting rights, or
- Has the right to appoint or remove directors, or
- Otherwise has significant influence or control over the company.

### 3. How do I verify my identity?

You have two options:

1. Through us – As your authorised Companies House agent (ACSP), we can handle the process on your behalf.
2. By yourself – Using the GOV.UK One Login service, where you'll upload your photo ID and receive a personal code.

### 4. What is a personal code?

- Once verified, you will receive a unique personal code linked to your identity.
- You must provide this code when filing your confirmation statement (directors) or separately within your timeframe (PSCs).
- Keep it safe – only share it with people who file on your behalf.

### 5. When do I need to provide my code?

- Directors: With your company's next confirmation statement after 18 November 2025.
- PSCs (who are also directors): Once as a director (confirmation statement) and separately as a PSC within 14 days of the company's statement date.
- PSCs (not directors): Within the first 14 days of your birth month.

### 6. What happens if I don't verify?

- You may be committing a criminal offence.
- Your company may face financial penalties.
- Companies House may restrict or block filings until you comply.



### 7. Do I need to do this every year?

- No – you only verify once.
- But you must provide your personal code for every role you hold (e.g. if you are a director of two companies).

### 8. How can ADJ Business Solutions help?

As an Authorised Corporate Service Provider (ACSP), we can:

- Verify your ID for you.
- Manage the filing process.
- Ensure you stay compliant with the new rules.