

REGISTRAR'S (IDENTITY VERIFICATION BY AUTHORISED CORPORATE SERVICE PROVIDERS) RULES 2025

Made 24 January 2025
Coming into force 25 February 2025

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SCHEDULES

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The registrar makes the following rules in exercise of the powers conferred by the enactments specified in Schedule 1.

PART 1

GENERAL INTRODUCTORY PROVISIONS

Commencement

1. These rules come into force on 25 February 2025.

Application of these rules

2. These rules apply to requests for identity verification delivered to authorised corporate service providers on or after 25 February 2025.

Definitions and general interpretation

3. (1) Defined terms used in these rules and their meaning are contained in Schedule 1
- (2) Unless the context otherwise requires-
- (a) references to sections are to sections of the Companies Act 2006;
 - (b) a reference to a “rule” or “rules” is a reference to these Registrar’s (Identity Verification by Authorised Corporate Service Providers) Rules 2025 and a reference to a numbered rule, Chapter, Part or Schedule is to the rule, Chapter, Part or Schedule so numbered in these rules;
 - (c) references to delivering a document include submitting or sending it;
 - (d) a reference to an Act includes a reference to any subordinate legislation made under that Act;
 - (e) a reference to legislation or a legislative provision is a reference to the legislation or legislative provision as may subsequently be amended
 - (f) words in the singular include the plural and vice versa.
- (3) Unless the context otherwise requires, information referred to in these rules as being specified, described, accessible or available on or through the website is included in and forms part of these rules and any reference to the website is a reference to the website as may from time to time be amended

PART 2

REQUIRED INFORMATION

Required contact information

4. The applicant must provide a suitable email address that has not previously been used for this purpose by any other applicant.

Required personal information

5. In addition to the information required by regulation 4 of the regulations the applicant must provide their home address. The applicant may be required to provide previous home addresses if they have been resident at the current home address for less than 12 months.

Required evidence

6. (1) The applicant must provide the required evidence in accordance with the following rules and tables.

(2) The applicant must use Option 1 if they are eligible for any of the evidence listed in Option 1 and the ACSP has the capability to validate cryptographic features.

(3) If the ACSP does not have the capability to validate cryptographic features the applicant must provide two items from Option 2: either two items from Group A or one from Group A and one from Group B.

(4) Applicants must not provide:

- (a) expired evidence, unless permitted in the relevant table below
- (b) foreign equivalent of evidence if a particular jurisdiction(s) is indicated in the relevant table below

(5) Where available, the applicant must provide biometric or photographic evidence that can be assessed for likeness against the individual. Biometric or photographic evidence is available, for these purposes, where the applicant is eligible to apply for such evidence from the relevant authority.

(6)

Option 1 - Only one piece of evidence is required if the individual is eligible for one of the following AND the ACSP has the capability to validate cryptographic features

Biometric or Machine-Readable Passport or Irish Passport Card, up to 6 months expired only if the identity checking technology can still validate the cryptographic features

UK, Channel Islands, Isle of Man and EU photocard driving licence, full or provisional
EU or EEA identity card, with biometric information

UK biometric residence permit, up to 18 months expired

UK biometric residence card

UK Frontier Worker Permit

(7)

Option 2 - Two pieces of evidence are required if the ACSP does not have the capability to validate cryptographic features: either two pieces of evidence from Group A, or one from Group A and one from Group B

Group A	Group B
Passport or Irish Passport Card, up to 18 months expired	Birth or Adoption Certificate
EU or EEA identity card	Marriage or Civil Partnership Certificate
UK biometric residence permit, up to 18 months expired	Non-photographic immigration Document
UK biometric residence card	Non-photographic visa
UK accredited PASS card	Non-photographic work permit
UK or EU digital tachograph driver's card	Bank or Building Society Statement

UK, Channel Islands, Isle of Man and EU photocard driving licence, full or provisional	UK Local Authority or Social Housing Rental Agreement, at current address
UK HM Forces ID Card	Mortgage Statement, at current address
UK HM Armed Forces Veteran Card	UK council tax statement, at current address
UK Frontier Worker Permit	Utility bill, at current address
Photographic Work Permit (government issued)	
Photographic Immigration Document	
Photographic Visa	
UK, Channel Islands and Isle of Man Firearms Licence	
Photographic ID listed on PRADO such as: Director Identification Number, India National Identity Card, Pakistan Crew Member Certificate, South Africa	

(8) An applicant may be required to answer additional questions to support their application.

Additional requirement types on reverification

7. The registrar, when giving an individual a reverification notice, may direct the individual to:

- (a) use a particular route to verification,
- (b) use a particular method of verification,
- (c) provide particular evidence, and/ or
- (d) answer additional questions

in order for their application to be determined.

Authenticated by



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SCHEDULES

Schedule 1- Provisions conferring powers exercised in making these rules

Section 1068

Section 1110B

Section 1117

The Registrar (Identity Verification and Authorised Corporate Service Providers)
Regulations 2024

Schedule 2- Defined terms used in this Volume and their meanings (rule 3)

“The Act” means the Companies Act 2006 as amended from time to time

“ACSP” means Authorised Corporate Service Provider and carries the definition in s1098A the Act

“The Applicant” means the person requesting verification or reverification of their identity by an ACSP within the meaning of s1110A of the Act and the Regulations

“Cryptographic features” of identity documentation are security features that correctly identify the person or organisation that issued the documentation

The Registrar has the meaning given in section 1060(3)

The Regulations means the Registrar (Identity Verification and Authorised Corporate Service Providers) regulations 2025 (2025 No.50)

“Required evidence” means evidence of a type specified by the registrar at rule 6 pursuant to regulation 5 of the Regulations

“Required personal information” carries the meaning as in regulation 4 of the Regulations

“Required contact information” means contact information of a type specified in Rules

“Reverification notice” means a notice issued by the registrar pursuant to s1110A and the Regulations

“Suitable email address” means an email address where in the ordinary course of events, emails sent by the registrar would be expected to come to the attention of the applicant.

“Unique identifiers” means reference numbers issued under s1082

“Verification” refers to verification and reverification within the meaning of s1110A and the Regulations