

REGISTRAR'S (REQUIREMENTS APPLICABLE TO APPLICATIONS TO BECOME AN AUTHORISED CORPORATE SERVICE PROVIDER) RULES 2025

Made 24 January 2025
Coming into force 25 February 2025

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The Registrar of companies makes the following rules in exercise of the powers conferred by the enactments specified in Schedule 1

PART 1

GENERAL INTRODUCTORY PROVISIONS

Commencement

1.(1) These rules come into force on 24 February 2025.

Application of these rules

2.(1) These rules apply to every application to become an authorised corporate service provider delivered to the Registrar on or after 25 February 2025 which are referred to in these rules as “applications”.

Definitions and general interpretations

3.(1) Defined terms used in these rules and their meanings are contained in Schedule 2.

(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 (Requirements Applicable to Applications to Become an Authorised Corporate Service Provider) 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

Communications

4. Communications from the Registrar relating to or arising from the delivery of an application shall be sent only in electronic form. This includes the issuing of unique identifiers.

PART 2

ACSP REGISTRATION SERVICE

Chapter 1

General provisions

Applications

5.(1) Applications must be delivered to the Registrar using CHS and these rules shall be construed accordingly

(2) The applications are specified by applicant in column 1 of the table in Schedule 3. The legislative provision under which each application is delivered is specified in column 2 of that table.

Using the registration service

6.(1) This rule applies to every application.

(2) To deliver an application the applicant must:

(a) have access to the internet;

(b) have an email account; and

(c) be a registered user of CHS (information about the registration process is available on the website

<https://resources.companieshouse.gov.uk/serviceInformation.shtml>.

Chapter 2

Form of document

Document to be in the form of a template

7.(1) An application must be in the form of the template supplied for that purpose by the Registrar.

(2) The data input fields that make up each template are specified by the Registrar on the website

The arrangement and order of data input fields relative to one another within a template and the shape, size, colour and general appearance of a data input field are not matters specified by the Registrar for the purposes of these rules.

(3) Column 3 of the table in Schedule 3 identifies the templates to be used in respect of the legislative provisions listed in column 2 of that table. Where there is more than one template in respect of a legislative provision the title of the template will refer to the circumstances in which it is to be used.

(4) The applicant must complete every data input field in a template unless the field is a non-mandatory one or there is otherwise no legal requirement or authority to provide the information requested.

(5) The applicant must check and if necessary, correct any prepopulated information in a data input field.

Chapter 3

Authentication

Authentication

8.(1) Authentication of applications by individuals will be by attributing to the application the email address and UID associated with the CHS Account used to make the application.

(2) Applications by firms which are limited companies or LLPs are authenticated by providing the name, registered number and authentication code of the company or partnership to which the application relates.

(3) Applications by firms other than limited companies or LLPs will be authenticated by attributing to the application the email address of the CHS Account used to make the application.

Chapter 4

Delivery and receipt

Manner of delivery

9.(1) To send an application the applicant must be on-line and logged into CHS.

(2) The application is sent when the applicant selects the “submit” radio button found at the end of the template.

Receipt

10.(1) An application is received when it is given a “pre-queued” or “queued” status by the Registrar.

Authenticated by



THE OFFICIAL SEAL OF THE
REGISTRAR OF COMPANIES

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.....Registrar of Companies for England and Wales



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SCHEDULES

Schedule 1- Provisions conferring powers exercised in making these rules

Section 1068

Section 1071(2)

Section 1117

Section 26 of the Welsh Language Act 1993

Schedule 2 - Defined terms used in this Volume of the rules and their meanings

“ACSP” means an authorised corporate service provider as defined by section 1098A

“Applicant” means an individual or firm applying to become an ACSP pursuant to section 1098A and section 1098B, including in the case of a firm a relevant officer acting on the firm’s behalf

“Application” means an application to become an ACSP pursuant to section 1098A and section 1098B

“Authentication code” means a confidential code agreed by the company (or other body) and the registrar

“CHS” means the Registrar’s on-line API gateway filing service of that name (also known as “Companies House Service”)

“Company” has the meaning given to it in section 1

“Firm” carries the same meaning as in section 1173

“LLP” means a body corporate incorporated as a limited liability partnership under the LLP Act

“LLP Act” means the Limited Liability Partnerships Act 2000

“the Registrar” has the same meaning as in section 1060

“Relevant officer” has the same meaning as in s1098D

“UID” is Unique Identifier and carries the meaning as in section 1082

Schedule 3 - Table specifying the application type, the legislative provisions under which each is delivered and the template to be used

Application type	Legislative provision(s) requiring or authorising the delivery of the document under the Companies Act 2006	Template to be used
Apply to be an authorised corporate service provider, in the case of an individual	Sections 1098B, 1098C	To be added
Apply to be an authorised corporate service provider, in the case of a firm	Sections 1098B, 1098C, s1098D	To be added