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ZMARTLY FACTSHEET SERIES

LIMITED COMPANIES

# Verify Your Identity at Companies House Before You Are Locked Out

Under the Economic Crime and Corporate Transparency Act 2023, every company director and Person with Significant Control must now verify their identity with Companies House. It is the law, it is free, and for most existing directors the date that matters is the company's next confirmation statement.

Tax year **2026/27** · Prepared by **Harvey Dhillon** · Last reviewed **4 April 2026** · Sources: gov.uk

| LATE FILING PENALTY | CORPORATION TAX | VAT THRESHOLD | EMPLOYER'S NIC |
|---|---|---|---|
| **£100** | **19% – 25%** | **£90,000** | **15% over £5,000** |

## 01 The new rule, in one line

Companies House can now check that the people behind a company are who they say they are. Under the Economic Crime and Corporate Transparency Act, every director and every Person with Significant Control (PSC) must verify their identity once, receive a personal code, and put that code on their filings. Verification is free if you do it directly, and you only have to do it once across all of your companies.

**GOOD TO KNOW**
You verify the person, not the company. The personal code you receive is tied to you and covers every directorship and PSC role you hold.

## 02 When you must verify

Identity verification became a legal requirement on 18 November 2025. Companies House says that date was not a deadline: it started a 12-month transition for the people already on the register, and each person's due date depends on their role. New incorporations and new appointments already require verification up front.

- New directors give their personal code on the incorporation or appointment filing, so they verify first
- Existing directors give their code in the company's next confirmation statement after 18 November 2025
- A director who is also a PSC gives the code again as a PSC, within 14 days starting the day after the confirmation statement date
- A PSC who is not a director gives it within the first 14 days of their birth month; a new PSC when added to the register or within 14 days
- Verification for people who file at Companies House, including agents, comes in at a later date that Companies House has not yet set

**GOOD TO KNOW**
For most directors the date that matters is the next confirmation statement. Check your statement date and work back from it.

## 03 What happens if you miss it

Missing your due date is not a quiet oversight. Companies House says that if you do not meet the verification requirements on time you may be committing an offence, and the consequences stack up.

- Your company cannot file its confirmation statement while a director remains unverified
- A missed confirmation statement puts the company in default and can lead to strike-off

- Continuing to act as a director after your due date without verifying is an offence
- Companies House can issue financial penalties at company or individual officer level and annotate the register

**GOOD TO KNOW**
Because the confirmation statement is a gateway filing, a block there holds up your wider compliance. A single online verification removes every consequence on this list.

## 04 How to verify, the two routes

There are two ways to verify, and you only need to do it once. The direct route is free and online; the agent route lets your accountant verify you and file on your behalf. Both end with the same personal code.

- Direct via GOV.UK One Login: prove your identity online with a biometric passport, UK photo driving licence or biometric residence permit, free of charge
- Via an Authorised Corporate Service Provider (an ACSP) such as your accountant or solicitor, who can verify you and file for you
- In most cases you verify only once and must not verify again unless Companies House tells you to

**GOOD TO KNOW**
Verify once, use it everywhere. The personal code is personal to you, so the same code covers every company you are a director or PSC of.

## 05 The traps that cause rejections

Verification itself is straightforward. The problems come at the edges, where a small mismatch can get a filing rejected even though you verified correctly.

- The personal code you receive must go on confirmation statements and new appointments, so keep it safe
- The name you verify must match the name on the Companies House register exactly, or the filing can be rejected
- Every director and every PSC must verify individually; one director cannot cover the rest
- A document issue close to your confirmation statement date can leave you unable to file on time, so verify early

**GOOD TO KNOW**
Check your exact name on the register before you verify. If the register and your passport disagree, fix the mismatch first.

## 06 How we help

We can walk you and your fellow directors and PSCs through verification, put your personal codes on the right filings, and make sure your confirmation statement is never blocked. We will tell you exactly who has verified, who has not, and when each person's code is due, so nothing slips.

**GOOD TO KNOW**
Book a free identity-verification check and we will give you a clear, plain-English answer on where you and your fellow directors stand.

## Common questions

**Do I really have to verify my identity at Companies House?**

Yes. Under the Economic Crime and Corporate Transparency Act 2023, identity verification has been mandatory since 18 November 2025 for every company director and Person with Significant Control. Existing directors give their personal code in the company's next confirmation statement after 18 November 2025, and existing PSCs have their own 14-day window. New incorporations and new appointments require it already.

**How much does it cost and how long does it take?**

Verifying directly through GOV.UK One Login is free of charge and usually takes only a few minutes with a biometric passport, UK photo driving licence or biometric residence permit. An Authorised Corporate Service Provider such as your accountant can also verify you, and may include this in their compliance service.

**What happens if I do not verify in time?**

Your company cannot file its confirmation statement while a director remains unverified, which puts the company in default and can lead to strike-off. After your due date, continuing to act as a director without verifying is a criminal offence, and Companies House can issue financial penalties and annotate the register.

**I am a director of several companies. Do I verify for each one?**

No. In most cases you verify only once. The Companies House personal code you receive is personal to you, not to a company, so the same code covers every directorship and PSC role you hold across all of your companies. You still give the code for each one: in each company's confirmation statement as a director, and separately for each PSC role.

**Can my accountant verify my identity for me?**

Yes, if they are registered as an Authorised Corporate Service Provider (an ACSP). An ACSP, such as an accountant or solicitor, can verify your identity on your behalf. Ask your accountant whether they are registered, or use the list of ACSPs that Companies House publishes on GOV.UK.

KEEPABLE WORKBOOK

# Print this part and work through it

Everything below is built to keep. Print it, fill it in, and take it to any conversation, including ours.

## ID verification action checklist

Work through this for yourself and for every director and PSC, so your next confirmation statement is not blocked.

- [ ] List every director and PSC of the company
- [ ] Look up your exact name on the Companies House register and note it
- [ ] Fix any name mismatch on the register before you verify
- [ ] Find your photo ID: passport, driving licence or biometric residence permit
- [ ] Check when your next confirmation statement is due, and work back from it
- [ ] Decide your route: direct via GOV.UK One Login (free) or via an ACSP
- [ ] Complete identity verification with your photo ID
- [ ] Save your Companies House personal code somewhere safe
- [ ] Confirm every other director and PSC has verified too, and chase anyone still outstanding
- [ ] Add your personal code to the confirmation statement and file it on or before its due date
- [ ] Keep the code ready for any new appointment or PSC change, and do not re-verify unless asked

A company can be blocked by a single unverified director. Close every box before your confirmation statement is due.


NEXT STEP

## Get expert eyes on your tax

Book a free 30-minute Tax Health Check — we review your situation, sense-check the figures and show you where you could save.

Scan to book a free call



For guidance only — this factsheet does not constitute professional advice and is not a substitute for advice based on your specific circumstances. Whilst every care has been taken in its preparation, it may contain errors for which we cannot be responsible. Figures are for the 2026/27 UK tax year (England, Wales & Northern Ireland) and may change. Scottish taxpayers face different income tax rates; dividend rates are UK-wide. Last reviewed 4 April 2026.



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