



LIMITED COMPANY COMPLIANCE SERIES

DEADLINE 18 NOV 2026

DIRECTORS AND PSCS · IDENTITY VERIFICATION

Verify Your Identity Before You Are **Locked Out**

Under the Economic Crime and Corporate Transparency Act, every director and Person with Significant Control must now verify their identity with Companies House. It is the law, it is free, and there is a hard deadline. Most directors have not done it yet.

VERIFICATION LIVE	FINAL DEADLINE	COST TO VERIFY
18 Nov 25	18 Nov 26	£0

• THE SHORT ANSWER

What changed, and what you have to do

Companies House can now check that the people behind a company are who they say they are. From 18 November 2025, identity verification is mandatory. Every existing director and PSC must verify by 18 November 2026, and new incorporations require it already. Verify once, get a personal code, and put it on your filings.

At a glance, the dates and facts that matter

WENT LIVE	YOUR DEADLINE	DIRECT ROUTE	WHO MUST DO IT
18 Nov 25	18 Nov 26	£0	All
Mandatory from this date	Tied to confirmation statement	Free via GOV.UK One Login	Every director and PSC

The five sections

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⚠ DO NOT LEAVE THIS TO THE LAST WEEK
Around **6 to 7 million people** need to verify before the window closes. Online verification is quick, but a backlog or a document problem near the deadline could leave you unable to file. Verify early, while it is calm.

🕒 What you'll need ABOUT 15 MINUTES

- A photo ID document:** a biometric passport, UK photo driving licence or biometric residence permit
- A phone or device** with a camera, and a GOV.UK One Login sign-in (or you can create one)
- Your exact name** as it appears on the Companies House register, ready to match

01 THE DEADLINE THAT BITES

When you must verify your identity

Identity verification went live on 18 November 2025. It opened a 12-month transition window for the millions of people already on the register. Your personal trigger is your next confirmation statement.

WHO YOU ARE	WHEN YOU MUST VERIFY	TRIGGER
A new director or PSC	Before you are appointed or the company is formed	Now
An existing director or PSC	By your next confirmation statement, and no later than 18 Nov 2026	Conf. stmt
Anyone filing for a company	Before you can file on the company's behalf	On filing

Source: GOV.UK, Companies House confirms identity verification rollout from 18 November 2025, and Verifying your identity for Companies House. Transition window 18 Nov 2025 to 18 Nov 2026.



YOUR REAL DEADLINE IS YOUR CONFIRMATION STATEMENT

For existing directors, the date that matters is your **next confirmation statement** filed during the transition window, not the far-off November 2026 backstop. If your statement is due in, say, August, that is when you need to be verified, so check your filing date and work back from it.


02 THE COST OF MISSING IT


What happens if you miss the deadline


Missing the deadline is not a quiet oversight. It blocks your filings and, once the window closes, it becomes a criminal matter. The consequences stack up fast.

CONSEQUENCE	WHAT IT MEANS FOR YOU	SEVERITY
Confirmation statement blocked	The company cannot file its confirmation statement while a director remains unverified	Blocks filings
Company in default	A missed confirmation statement puts the company in default and can lead to strike-off	Default
Criminal offence	Acting as a director while unverified after the deadline is an offence under the Act	Offence
Financial penalties	Companies House can issue penalties at company or individual officer level, and annotate the register	Penalty

Source: GOV.UK, Companies House approach to non-compliance with mandatory identity verification, and Changes to UK company law (identity verification).

 **IT BLOCKS MORE THAN ONE FORM**
 Because the confirmation statement is a gateway filing, a block there can hold up your wider compliance and leave the public register flagged. The clean fix is simple: **verify in good time** so your statement goes through on the day it is due.

 **ACTING WHILE UNVERIFIED IS THE LINE YOU MUST NOT CROSS**
 Once the deadline passes, continuing to **act as a director without verifying** is itself an offence under the Act. This is not just about a late form; it is about your legal standing to run the company. Verifying closes the risk completely.

 **THE GOOD NEWS, IT IS QUICK AND FREE TO FIX**
 None of this is hard to avoid. A single online verification, free through GOV.UK One Login, removes every consequence on this page. The danger is not difficulty, it is **delay**, so treat it as a job to finish this month.

03 THE TWO ROUTES

How to verify your identity

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 keep your filings compliant. Both end with the same personal code.

Route 1, direct and free

Verify yourself online through **GOV.UK One Login**. Prove your identity with a biometric passport, a UK photo driving licence or a biometric residence permit, using your phone's camera. It is free of charge and usually takes minutes.

Route 2, via an ACSP

Ask an **Authorised Corporate Service Provider**, such as your accountant or solicitor, to verify you and file on your behalf. An ACSP is registered for anti-money-laundering supervision and can handle the whole process for you.

STEP	DIRECT VIA GOV.UK ONE LOGIN	VIA AN ACSP (US)
Who acts	You verify yourself online	We verify you as your authorised provider
What you show	Passport, driving licence or residence permit	The same ID, checked by us securely
Cost	Free of charge	Included in our compliance service
You receive	A Companies House personal code	A personal code, plus we file for you
Ongoing filings	You add the code to filings yourself	We keep your filings compliant year on year

Source: GOV.UK, Verifying your identity for Companies House. The direct One Login route is free; an ACSP may charge for its service.



VERIFY ONCE, USE IT EVERYWHERE

In most cases you verify **only once**. The 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 your companies. Do not verify again unless Companies House tells you to.


04 AVOID A REJECTION

The traps that catch directors out

Verification itself is straightforward. The problems come at the edges: the code that has to reach your filings, a name that does not match the register, and the fact that everyone has to do it individually.

THE TRAP	WHY IT BITES	THE FIX
The personal code	After verifying you get a Companies House personal code that must go on confirmation statements and appointments	Keep it safe
Name mismatch	The name you verify must match the name on the register exactly; a mismatch causes rejection	Match exactly
Everyone individually	Every director and every PSC must verify in person; one director cannot cover the rest	All of them
Leaving it late	A document issue or backlog near the deadline can leave you unable to file on time	Verify early

Source: GOV.UK, Verifying your identity for Companies House (the personal code is personal to you and required on filings).




CHECK YOUR NAME ON THE REGISTER FIRST

Before you verify, look up your own entry on the Companies House register and note the **exact** name shown. If the register says one thing and your passport another, sort the mismatch out first, otherwise your filing can be rejected even though you verified correctly.



THE PERSONAL CODE IS YOURS, NOT THE COMPANY'S

A common mix-up is treating the code as a company login. It is not. The **personal code is tied to you**, so if you are a director of three companies you use the same one code for all three. Store it where you can find it at filing time.



ROUND UP YOUR FELLOW DIRECTORS NOW

A company can be blocked by a single unverified director. The simple move is to make a quick list of every director and PSC, confirm who has verified, and chase the rest, so no one person holds up the confirmation statement.

05 TICK IT OFF

The ID verification action checklist

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

 **Before you verify**

- List **every director and PSC** of the company
- Look up your **exact name** on the Companies House register NAME MATCH
- Fix any **name mismatch** on the register before verifying
- Find your **photo ID**: passport, driving licence or residence permit
- Check when your **next confirmation statement** is due DEADLINE

 **Choose your route**

- Decide: verify **direct via GOV.UK One Login** (free) or via an **ACSP**
- For the direct route, set up or sign in to **GOV.UK One Login**
- For the agent route, ask your **accountant to verify and file** for you

Verify and record

- Complete **identity verification** with your photo ID
- Save your **Companies House personal code** somewhere safe KEEP IT
- Note that you **verify only once** across all your companies
- Confirm **every other director and PSC** has verified too
- Chase anyone **still unverified** well before the deadline

File and stay compliant

- Add your **personal code** to the confirmation statement
- File the **confirmation statement** on or before its due date
- Keep the code ready for any **new appointment or PSC change**
- Diarise your **annual filing dates** so nothing lapses
- Do not **re-verify** unless Companies House asks you to



ONE LAST CHECK

When every director and PSC has a personal code and the names match the register, your next confirmation statement should sail through. If any box is still empty, that is the one that will block you, so close it now.



— FREE IDENTITY-VERIFICATION CHECK

We verify you, and keep your filings **compliant**

As an accountant we can verify you and your fellow directors, add your personal codes to your filings, and make sure your confirmation statement is never blocked. Book a free check and we will tell you exactly where you stand.

- ✓ A clear answer on who has verified, who has not, and your real deadline
- ✓ We verify you and your fellow directors and PSCs as your authorised provider
- ✓ Your confirmation statement filed on time, with the personal codes in place
- ✓ Reviewed by a **CIMA-qualified** accountant (ACMA, CGMA)

★★★★★ 4.9 on Google · 56 reviews



SCAN OR VISIT

zmartly.co.uk/contact

Or call **020 8175 5145** · info@zmartly.co.uk
Mon–Fri, 9am–5pm

About this guide. Reviewed by Harvey Dhillon, ACMA CGMA. Dates and process verified against GOV.UK guidance on identity verification for Companies House under the Economic Crime and Corporate Transparency Act 2023. This guide is general information, not advice for your specific circumstances; rules and dates can change. Always confirm your position with a qualified accountant before acting. © Zmartly 2026.