

# OS CH03

## Change of details of a director of an overseas company



Companies House

☒ **What this form is for**  
You may use this form to change  
the details of an individual who is  
a director of an overseas company.

☐ **What this form is NOT for**  
You cannot use this form for  
the details of a corporate director.  
To do this, please use form  
'Change of details of a  
director of an overseas company'.

THURSDAY



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03/08/2023

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COMPANIES HOUSE

### 1 Overseas company details

Company number

Company name in full  
or alternative name as  
registered in the UK

→ **Filling in this form**  
Please complete in typescript or in  
bold black capitals.

All fields are mandatory unless  
specified or indicated by \*

### 2 Director's current details on the Register<sup>①</sup>

Month/year of birth\* ☒ ☒

Title\*

Full forename(s)

Surname

① **Current details**  
This information is used to identify  
your details on the public record.

② This is voluntary information and if  
completed it will be placed on the  
public record.

### 3 Date of change of details

Date of change of details

Please complete the appropriate sections to indicate which of your details  
have changed.

### 4 Change of name details

Please enter your new name.

Title\*

Full forename(s)

Surname

### 5 Change of service address<sup>②</sup>

Building name/number

Street

Post town

County/Region

Postcode

Country

② **Service address**

This is the address that will appear  
on the public record. This does not  
have to be your usual residential  
address.

If you provide your residential  
address here it will appear on the  
public record.

Please complete Section 5a if your  
usual residential address  
has changed.

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**6** Change of other details

Change of Country/ State of residence		
Change of nationality		
Change of business occupation		

**7** Authority of director


Is there a change in authority? → <b>Yes</b> Complete the sections below. → <b>No</b> Go to <b>Section 8</b> (UK establishments).		<b>①</b> If you have indicated that the extent of your authority is limited, please provide a brief description of the limited authority in the box below.  <b>②</b> If you have indicated that you are not authorised to act alone but only jointly, please enter the name(s) of the person(s) with whom you are authorised to act below.
Extent of authority	Please enter the extent of your authority as director. Please tick one box. <input type="checkbox"/> Limited <b>①</b> <input type="checkbox"/> Unlimited	
Description of limited authority, if applicable		
	Are you authorised to act alone or jointly? Please tick one box. <input type="checkbox"/> Alone <input type="checkbox"/> Jointly <b>②</b>	
If applicable, name(s) of person(s) with whom you are acting jointly		

**8** UK establishments

A return must be delivered in respect of any alteration to the company particulars by each UK establishment. If, however, a company has more than one UK establishment, it may deliver only one form in respect of all those UK establishments, provided it completes the table below.

UK establishment name	Registration number

**9** Signature

I am signing this form on behalf of the overseas company.		
Signature		
This form may be signed by: Director, Secretary, Permanent representative.		

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#### Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name **KASPER KORTEGAARD GRAVEN**

Company name **KORTEGAARD APS**

Address

Post town

County/Region

Postcode

Country

DX

Telephone **+45 20 18 53 29**



#### Checklist

**We may return forms completed incorrectly or with information missing.**

**Please make sure you have remembered the following:**

- ☐ The company name and number as registered in the UK match the information held on the public Register.
- ☐ You have completed in Section 3 the date of change of details.
- ☐ Any new address must be a physical location. They cannot be a PO Box number (unless part of a full service address), DX or LP (Legal Post in Scotland) number.
- ☐ You have entered the relevant change of details.
- ☐ You have completed Section 8, if applicable.
- ☐ You have signed the form.



#### Important information

**Please note that all information on this form will appear on the public record, apart from information relating to usual residential addresses.**



#### Where to send

**You may return this form to any Companies House address:**

##### England and Wales:

The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.

##### Scotland:

The Registrar of Companies, Companies House,  
Fourth floor, Edinburgh Quay 2,  
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF.  
DX ED235 Edinburgh 1  
or LP - 4 Edinburgh 2 (Legal Post).

##### Northern Ireland:

The Registrar of Companies, Companies House,  
Second Floor, The Linenhall, 32-38 Linenhall Street,  
Belfast, Northern Ireland, BT2 8BG.  
DX 481 N.R. Belfast 1.

##### Higher protection

If you are applying for, or have been granted, higher protection, please post this whole form to the different postal address below:

The Registrar of Companies, PO Box 4082,  
Cardiff, CF14 3WE.



#### Further information

For further information, please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

**This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**