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Request an agent assurance code



What this form is for

Use this document to request an agent assurance code. You need a code if you're a UK-regulated agent that is completing verification checks for overseas entities registering, updating information or applying for removal with Companies House.

An agent assurance code confirms that the UK-regulated agent has authorisation to carry out verification checks on an overseas entity. The agent needs to provide this code when the overseas entity is being registered, or updating information or applying for removal.

If the UK-regulated agent is an organisation, you only need to request one code for the whole organisation. This code can then be used for every overseas entity that the agent carries out verification checks for. You should not share this code with anyone outside your organisation.

For further information, please refer to our guidance at gov.uk/companieshouse

1

Details of UK-regulated agent

Agent name	<input type="text"/>	→ Filling in this form Please complete in typescript or in bold black capitals. All fields are mandatory unless specified or indicated by *
	<input type="text"/>	

2

Contact details

Full forename(s)	<input type="text"/>	① We'll send the code to this email address and use it to contact you if necessary about this application.
Surname	<input type="text"/>	
Email address ①	<input type="text"/>	

3

What is the correspondence address?

Property name/number	<input type="text"/>	
Street	<input type="text"/>	
City or town	<input type="text"/>	
County/region	<input type="text"/>	
Postcode	<input type="text"/>	
	<input type="text"/>	

4

Overall responsibility **②**

	<input type="text"/>	② Overall responsibility for verification checks For example, tell us the name of the Head of Compliance
Full forename(s)	<input type="text"/>	
Surname	<input type="text"/>	

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5 **Supervisory body details**

Supervisory body	What is the name of the supervisory body? ¹	1 Supervisory body name For example, the Solicitors Regulation Authority.
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6 **Agent details**

Registration number	What is the agent's Anti-Money Laundering (AML) registration number? (if the agent has one)	
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7 **Signature**

	Enter your name and signature		
Forename(s)			
Surname			
Signature	Signature X	X	
Date	d d	m m	y y y y

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Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- You have given the agent contact details, including the email address.
- You have given the name of the supervisory body. You have given the name of the person with overall responsibility for verification checks.
- Addresses must be a physical location. They cannot be a PO Box number (unless part of a full service address) or DX number.
- You have signed the form.

Important information

This form will not be placed on the public record.

Some of the information you give on this form will be made publicly available if it's given separately as part of the registering, updating information or applying for removal of an overseas entity.

Where to send

After completing this statement:

- email the form to **agentcode@companieshouse.gov.uk**
- put 'Request an agent assurance code' in the subject line

Further information

For further information please see the guidance notes on the website at gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at gov.uk/companieshouse