Consent to act as director

[Note: Since 18 November 2025 the new director must verify their identity with Companies House and give you their personal code before you file the appointment, which must be within 14 days of it. Keep this signed form with the board minutes.]

Company	[Your company name]
Company number	[Your company number]
Appointment from	[Date of appointment]

To the board of directors of [Your company name], [Your company address] (the "Company").

I, [Director name], consent to act as a director of the Company from [Date of appointment]. I give the details below so that the Company can enter them in its register of directors and notify Companies House of my appointment.

My details

Full name	[Director name]
Former names used for business	[Former names]
Date of birth	[Director's date of birth]
Nationality	[Nationality]
Country or state of usual residence	[Country or state of usual residence]
Occupation	[Occupation]
Service address	[Service address]
Usual residential address	[Usual residential address]
Companies House personal code	[Companies House personal code]

The service address appears on the public register and can be the Company's registered office. The usual residential address and the full date of birth are protected information and are not shown publicly. Only the month and year of birth appear on the public register.

Eligibility

I confirm that:

1. I am at least 16 years old: ☐
2. I am not disqualified from acting as a director by a court order, a disqualification undertaking or any other legal restriction, in the UK or elsewhere: ☐
3. I am not an undischarged bankrupt, and I am not subject to a bankruptcy restrictions order, undertaking or debt relief restrictions order: ☐
4. I have verified my identity with Companies House, and the personal code above is mine: ☐
5. Nothing in the Company's articles of association prevents me from being appointed: ☐

Interests

1. I will tell the board of any interest, direct or indirect, that I have in a proposed or existing transaction or arrangement with the Company, as the Companies Act 2006 requires.
2. Interests I have now that I should declare (other directorships, shareholdings, family or business connections with the Company, its customers or its suppliers): [Interests to declare]

My duties

1. I understand that as a director I must act within the Company's constitution, promote its success for the benefit of its members as a whole, exercise independent judgement, use reasonable care, skill and diligence, avoid conflicts of interest, not accept benefits from third parties because of my role and declare interests in proposed transactions.
2. I understand that the Company will rely on this consent and these details when it notifies Companies House, and that giving false information to Companies House is an offence.
3. I will tell the Company within 14 days if any of my details change, or if anything in the eligibility section stops being true.

Use of my information

The Company will use my details to keep its statutory registers, to notify Companies House and for its own records. It will keep them for as long as the law requires.

Signed by the new director

Signature _____

Name _____

Date _____

About this template

A starting point to adapt, not legal advice. The law differs between England and Wales, Scotland and Northern Ireland, and it changes: check this fits your situation, and take legal advice for anything significant. Replace each [placeholder] in violet, follow or delete each [Note], then delete this box. Last reviewed October 2026. Send it for signature with Sign2Approve: sign2approve.com/templates/director-consent-to-act