

Compare and update with Companies House:

You are able to compare information you have for clients with what is at Companies House. To do this go to **Companies Hse > Compare & Update Tool at CH (Beta)**

Here you will see a dropdown list of companies, and you can select the company you wish to compare from the list.

You will see a side by side comparison of what is on the software and what is at Companies House. Information not on the software is highlighted in red.

The green arrows allow you to change the information to what is shown at Companies House, then you can click '**Update data**' to update the software with the same information.

If the auth code is missing only basic information is sent by Companies House, and you will see messages informing you of this. If the Auth code is incorrect nothing at all is sent back.

Important Considerations:

- **Names:** Differences in capitalisation or special characters between Companies House and the software may cause the name to be highlighted in red, even if the spellings are the same. You can choose to ignore these and keep the current data without making changes.
- **Addresses:** Companies House may use different data fields for addresses, which can cause mismatched lines to appear in red. This doesn't necessarily mean the address is incorrect, just that the lines don't align. You can either ignore or overwrite this discrepancy.
- **People Not Yet on the Software:** Some individuals at Companies House may be missing from the software. You can choose to add them or leave them off. If there is a duplicate or a mismatch in date of birth, please review carefully before adding them. If it's just a date of birth discrepancy, you can update that field without creating a duplicate.

For more detailed information, use the light bulb icon at the bottom of the page to view the exact details sent by Companies House.