

## How to add a Director (inc connections, picking up form and minute)

To add a director, go to **Person > Add a person**, then check to make sure they haven't already been added. If they're not on the list, then click **Add**:

My office Select all... Company Person Filing Documents Companies Hse Sign out

### ADD A PERSON

Check the person isn't already on Bright Coscec

Check...

Details

Add Cancel

Then choose the type of **"Person"** to be added, fill in the relevant information, then **Save**.

Once the **Person** has been added, you can select the company to which they've been appointed director. Go to **Company > Select a company**, then select **Connections**:

My office Select all... Company Person Filing Documents Companies Hse Sign out

Number	Client ref	Incorporated date	review date	INCORPORATED date	FILING date	accounts due	FILING end	Contact	Phone	Email	Registered Office	Notes
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### CURRENT OFFICERS

[Connections](#) [Show service addresses](#)

Edit	Name	Office held	Appointed	Phone	Mobile	Email	Residential address
	William H SMITH	Director	01 Jan 2024				31 renaissance square, w4 2dz, United Kingdom
	Oliver BONAS	Secretary	03 May 2024				31 renaissance square, w4 2dz, United Kingdom

### CURRENT SHAREHOLDERS

Companies People Details **Connections** Action Station Dividends Share Centre Filing Centre E-filing

Scroll down to **Directors**, select **Add a director**:

Directors & Secretary Current Shareholders Share Allotments Share Transfers Share Classes PSC Register Register of Members Dividend Distributions Dividend Vouchers Charges, Sealings Debentures

Edit	Name	Office held	Appointed	Phone	Mobile	Email	Residential address
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### DIRECTORS

[Don't show resigned directors](#) [Add a director](#) [Show service addresses](#) [Set backdate](#) [Print & export](#)

Edit this appointment	Full name of director	Appointed	Appointment minuted	Resigned	Resignation minuted	Date of Birth	Occupation	Nationality	Residential address
	William H SMITH	1/1/2024				1/1/1990	Design Engineer	British, American	31 renaissance square, w4 2dz, United Kingdom

### DIRECTOR DETAILS

Name

...or add to people list

Status if dates are not known  Is appointed  Is resigned

Appointment date

Copy incorporation date 1/1/2024 3/5/2024 31/12/2024

Appointment is pending and not yet part of the formal register

Resignation date

Copy incorporation date 1/1/2024 3/5/2024 31/12/2024

Now you can select the appointed Director from the list (corporates are at the end of the list). To prompt the prefilled AP01 form you will need to complete the **Appointment date** field, as well as the **Appointment minuted** field.

Now you can go to the Filing centre on the company's homepage where the AP01 form will be waiting for review:

Directors & Secretary
Current Shareholders
Share Allotments
Share Transfers
Share Classes
PSC Register
Register of Members
Dividend Distributions
Dividend Vouchers
Charges, Sealings Debentures

### DIRECTORS

[Don't show resigned directors](#)
[Add a director](#)
[Show service addresses](#)
[Set backdate](#)
[Print & export](#)

	Full name of director	Appointed	Appointment minuted	Resigned	Resignation minuted	Date of Birth	Occupation	Nationality	Residential address
	William H SMITH	1/1/2024				1/1/1990	Design Engineer	British, American	31 renaissance square, w4 2dz, United Kingdom
	Elizabeth RHODES	4/5/2024	4/5/2024			11/5/2004	dr	British	3 3, United Kingdom

My office
Select all...
Company
Person
Filing
Documents
Companies Hse
Sign out

## - HOME COMPANY -

[Formations](#)
[Details](#)
[Connections](#)
[Select a company](#)
[Select a person](#)
[Filing Centre](#)
[Check submissions](#)
[Deadlines](#)

Number	Client ref	Incorporated	Last CS01 review date	Next review date	Next CS01 filing	Last accounts	Next accounts due	Year end	Contact	Phone	Email	Registered Office
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span>Companies</span> <span>People</span> <span>Details</span> <span>Connections</span> <span>Action Station</span> <span>Dividends</span> <span>Share Centre</span> <span style="border: 1px solid #ccc; padding: 2px;">Filing Centre</span> <span>E-filing</span> </div>												

My office
Select all...
Company
Person
Filing
Documents
Companies Hse
Sign out

### FILING CENTRE - EVENTS AND SUBMISSIONS

Compare events with e-filing below. Tick to file any unreported changes before filing the next Confirmation Statement.

Next Confirmation Statement due 1/1/2025 (last: 31/1/2024)    Next accounts due 31/1/2025 (last filed was made up to: 31/1/2024)

[All Companies](#)
[Print & export](#)

Tick to file (submission number)	Form needed for update/ (E-filing status)	Date of update/ (Submission date)	Description of update/ (Document e-filed)	Missing fields which prevent filing	by Staff
2024					
<input type="checkbox"/>	AP01 appoint director	04 May 2024	Appointment of Elizabeth RHODES as director. Appointment date 4/5/2024		Elizabeth

For Director minute, go to **Documents > Director > Appoint Director minute:**

DIRECTORS AVAILABLE FOR APPOINTMENT BY MINUTE/RESOLUTION										
Tick here	Name	Appointed	Resigned	Service address	Residential address	Country of residence	Date of birth	Nationality	Occupation	Previous names
<input checked="" type="checkbox"/>	<a href="#">Elizabeth RHODES</a>			3 london, United Kingdom	3 3, United Kingdom	United Kingdom	11/5/2004	British	dr	

Select the appointed director, then select **Go to meeting details**

My office Select all... Company Person Filing Documents Companies Hse Sign out

DIRECTORS AVAILABLE FOR APPOINTMENT BY MINUTE/RESOLUTION										
Tick here	Name	Appointed	Resigned	Service address	Residential address	Country of residence	Date of birth	Nationality	Occupation	Previous names
<input checked="" type="checkbox"/>	<a href="#">Elizabeth RHODES</a>			3 london, United Kingdom	3 3, United Kingdom	United Kingdom	11/5/2004	British	dr	
<input type="checkbox"/>	<a href="#">William H SMITH</a>			31 renaissance square, w4 2dz, United Kingdom	31 renaissance square, w4 2dz, United Kingdom	United Kingdom	1/1/1990	British, American	Design Engineer	

Go to meeting details

Add a new director

Cancel

My office Select all... Company Person Filing Documents Companies Hse Sign out

**DOCUMENT CHOICES**

Directors Meeting  
 Directors Resolution  
 Ordinary Resolution  
 Written Resolution

**FOR THE APPOINTMENT OF DIRECTOR(S)**

Elizabeth RHODES of 3 3, United Kingdom (Date of appointment 04 May 2024)

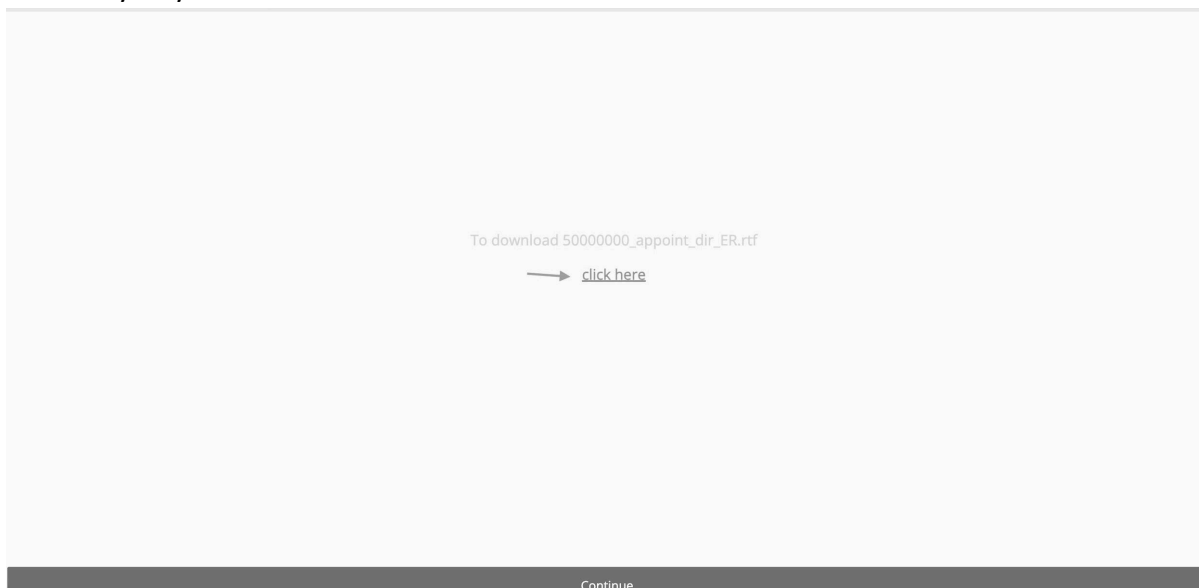
Next

Back

Restart

Cancel

Complete the relevant fields, then select **Make documents**, you have the option to save the file locally to your device:



Select "click here" to save the file locally.