

ECCTA Unique Identification Codes

UIDs will be mandatory for Directors, PSCs and members of LLPs from Autumn 2025. Once an individual has undergone an identity check they will receive a UID code, and this will need to go on the company's CS01 and information's IN01.

UIDs can be entered in for individuals and you can also enter your organisation's UID once it has been ACSP registered.

To enter in the UID for the organisation, you can go to **My Office > Settings > Details & Options**, scroll down to the ACSP section, and you can add your UID here for the organisation:

ACSP UNIQUE IDENTIFIER

ECCTA - New!

As of 18th March 2025, ACSP registration is available. Please refer to guidance from Companies House at this link for further details. Upon successful registration, you will receive a unique identifier, enabling you to file CS01s and IN01s when ID verification requirements take effect in Autumn 2025

Companies House ACSP UID
(Unique Identification Code)

SIGN-IN SECURITY OPTIONS

All users must have two factor authentication. The default is a password and a memorable phrase. Some users may prefer to have a password and an emailed one-time passcode, instead of a memorable phrase. A level 6 user must authorise this secondary option to approve passwords being sent to users inboxes.

Allow users to select passcode by email

MONEY LAUNDERING REGULATIONS COMPLIANCE

It is necessary to comply with Money Laundering Regulations if you have a "Business Relationship" with us under the terms of the MLR 2007. It may be necessary for us to verify your details and in some cases the individuals involved with companies you incorporate through us.

Save

Cancel

To enter in the UID for individuals like Directors, PSCs and members of LLPs, you can go to **Person > Select a person**, then go to **Person > Details**, it can be added here:

UNIQUE IDENTIFIER (PERSONAL CODE)

ECCTA - New!
Applicable to Directors and PSCs
Under the Economic Crime and Corporate Transparency Act (ECCTA), mandatory identity verification for all new and existing directors and PSCs will take effect from autumn 2025. After this date, CS01s and IN01s cannot be filed without completed ID checks. Upon successful verification, individuals will receive a unique identifier (Personal Code) required on these forms. Voluntary ID verification is available from 8th April 2025; however, it will not be included on forms until autumn 2025. For further details, please refer to Companies House guidance: [link](#).

Companies House Person Unique Identifier (Personal Code)

Share folio number

Tick to enter "three in six" security data. This is only required for subscriber shareholders or designated LLP members when forming new companies.

Fields below this point may be useful as contact details.

Work phone

Home phone

Mobile

Fax

Save **Delete** **Cancel**

N.B. This will not appear on forms until it is mandatory in Autumn 2025