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Authentication Code (Web filing code) - A code that is unique to your company. This will be posted to the company's registered office address. The addresses for Companies House are - For companies registered in England and Wales Companies House Crown Way Cardiff CF14 3UZ United Kingdom For companies registered in Scotland Companies House 37 Castle Terrace Edinburgh EH1 2EB Scotland Online Web Filing of Companies House Forms It is now possible to file your Companies House forms online and free of charge. Once you have logged in, follow these simple steps: On the Customer Dashboard, click 'My Companies' Select 'View' on the company name Go to the 'Documents' tab Next to 'Certificate of Incorporation' click 'Download' to download the PDF copy This service is free of charge and available 24/7. And lastly, you can order a replacement certified paper certificate of incorporation directly from Companies House by calling their contact centre on 0303 1234 500 or visiting one of their information centres. Alternatively, if you incorporate directly through Companies House, the registrar will send you a digital certificate by email - if you register online, or a paper certificate by post - if you register using a paper application. Your agent will send this to you as soon as Companies House approves your application, which usually takes just 3-6 working hours. You may also receive a hard copy by post if your formation package includes this. Quality Company Formations customers If you set up a company online through Quality Company Formations, you can sign in to your Online Company Manager on our website to view and download digital copies of your incorporation documents. The first way is online via Companies House Service. In the meantime, be sure to subscribe to our channel to get more advice on limited companies, reporting requirements, and tax obligations. Companies House forms for changes made after 1 October 2009 - Limited Companies Companies House Form AD01 - Change of registered office address Companies House Form AP01 - Appointing a person as a director Companies House Form AP02 - Appointing a corporate director Companies House Form AP03 - Appointing a person as a secretary Companies House Form AP04 - Appointing a corporate secretary Companies House Form TM01 - Terminating a director Companies House Form TM02 - Terminating a secretary Companies House Form CH01 - Changing the details of a person appointed as a director Companies House Form CH02 - Changing the details of a corporate director Companies House Form CH03 - Changing the details of a person appointed as a secretary Companies House Form CH04 - Changing the details of a corporate secretary Companies House Form AA01 - Changing accounting reference date Companies House Form AA02 - Filing Dormant Accounts Companies House Form AR01 - Annual Return Companies House Form DS01 - Striking off a company Companies House Form SH01 - Allotment of shares including statement of capital Companies House forms for changes made after 1 October 2009 - LLP's Companies House Form AP01 - Appointing a person as an LLP member Companies House Form AP02 - Appointing a corporate LLP member Companies House Form LLCH01 - Changing the details of a person appointed as an LLP member Companies House Form LLCH02 - Changing the details of an LLP corporate member Companies House Form LLAR01 - Annual Return for an LLP Companies House form LLAA01 - Change of accounting reference date Companies House form LLD01 - Striking off an LLP Companies House forms for changes made upto 30 September 2009 - Limited Companies Companies House Form 88(2) - Share Allotment Form Companies House Form 123 - Change of Nominal Share Capital Companies House Form 225 - Change of Accounting Reference date Companies House Form 287 - Change of Registered Office Address Companies House Form 288a - Appointing a new company director/secretary Companies House Form 288b - Terminating the appointment of a director/secretary Companies House Form 288c - Change of existing director/secretary details Companies House Form 353 - Notice of address for keeping registers Companies House Form 652a - Application to strike off company (If your company has remained dormant since incorporation and you no longer need it SFS may be interested in buying it from you - please contact us to discuss) Companies House forms for changes made upto 30 September 2009 - LLP's Companies House Form LLP287 - Change of Registered Office Address Companies House Form LLP288a - Appointing a new LLP member Companies House Form LLP288b - Terminating the appointment of an LLP member Companies House Form LLP288c - Change of existing director / secretary details Where to send your completed form All forms must be sent to Companies House, the form must be the original and not photocopies of the original. The following forms should be used to make changes to a company that were made after 1 October 2009. This facility will allow you to download a digital copy of your certificate of incorporation free of charge: on the 'Company Dashboard' page select 'My Companies' click 'View' beside the relevant company then select 'Documents' to download the certificate. It is also worth mentioning digital copies via email are also available. Ok, in the first instance you will get a certificate of incorporation when your limited company is successfully incorporated at Companies House. But for now, let's get started. Your certificate of incorporation will be delivered to you in digital and/or paper format, depending on the way in which you choose to set up your limited company. Welcome to another episode of Whiteboard Thursday, where we provide advice on a wide range of business and company matters. If no code has been issued you can request one from the following link. To access your company's registered details and filings on Companies House Service, you should: Enter your company name in the search box Select your company from the list that appears below the search box Select 'Filing history' Scroll down the bottom and select 'View PDF' next to 'Incorporation' A scanned copy of your incorporation documents will be displayed, which you can then save or print Order a certified hard copy certificate from Companies House Companies House can issue a certified hard copy of your certificate of incorporation for just £15.00 (or £50.00 for the same-day service). Obtaining a replacement certificate of incorporation for your limited company or limited liability partnership (LLP) is very easy. If you use the services of an online company formation agent, you will receive a digital PDF copy of your certificate of incorporation via email. Payment can be made using credit or debit cards. If the company was incorporated electronically it will have been issued a code already. You will find the 'Printed Certificate of Incorporation' option to buy there. The following information will be included on your certificate: Company registration number Full name of limited company or LLP Act under which the company or LLP is incorporated Company type (private company limited by shares, private company limited by guarantee, or limited liability partnership) Location of registered office (England and Wales, Scotland, or Northern Ireland) Date of incorporation Issuing Registrar (Companies House Cardiff, Edinburgh, or Belfast) You will most likely be required to provide a copy of your certificate of incorporation on a number of occasions, including: Opening a business bank account Applying for a loan, grant, funding, or another type of business support Requesting customer credit or trade accounts with suppliers and service providers Buying or renting a property in your company name Operating overseas or setting up an overseas branch Upon the inspection of statutory records Selling shares to new investors Selling the company Generally, it's a good idea to keep your certificate of incorporation to hand because it contains important information that you will need to provide when registering the company for tax, preparing annual accounts and Confirmation Statements, filing tax returns, and reporting changes to Companies House and HMRC. Customers also have the option to purchase a hard copy of the certificate for just £10.00 + VAT. At 1st Formations, customers can access their company details and filings on our free Online Company Manager. It is also a good idea to keep digital copies as a backup and for emailing to banks, lenders, investors, clients, suppliers, and any other business associates who may require viewing your company's certificate of incorporation. If you have any questions about what we have covered today, please ask in the comments section below, and we'll be sure to get straight back to you. Digital certificates are received shortly after incorporation, which is usually within 24-48 hours, whereas postal applications take at least 8-10 days to process, so you will receive a hard copy of your certificate at your registered office address a few working days after incorporation, but it may take longer. Alternatively, there is of course the option to keep your certificate of incorporation in a safe place and not lose it! As your certificate is an incredibly important document, it should be kept safe with your company registers and records at your registered office or SAIL address, as it may be required if your company's statutory registers are ever inspected. Security Code - a personal code issued to you to allow access to the web filing system. The certificate contains many useful details about your company, including your company registration number (CRN) and date of incorporation, so you may need to refer to it on a number of occasions. Below, we outline the options available to you if you lose this important company formation document. Hi there, Nicholas Campion here from 1st Formations. About the certificate of incorporation A certificate of incorporation is issued by Companies House to certify that a limited company or LLP has been lawfully registered in the UK in accordance with the Companies Act 2006 of the LLP Act 2000. By filing online the changes are usually recorded within 24 hours. It will verify the existence of your company and certify that it has been legally registered at Companies House under the Companies Act 2006. Companies House Service provides free online access to company details and filings; simply enter your company name in the search box select your company go to 'Filing History' open the filing that says 'Incorporation' click 'View PDF' and you will be able to view and download the scanned file copy of your certificate Secondly, you can obtain a copy from your company formation agent. This code is usually available from your Company Formation Agent. To obtain this code follow the link below and register with Companies house. This is usually the easiest option for most companies. We're always happy to help, and we can't wait to hear from you. Until next time, cheerio. The cost is £15.00 for the standard service or £50.00 for the same-day service. Well, the good news is - there are a number of ways to obtain another copy. You can also purchase a paper copy of the certificate at a cost of £10.00 from our online 'Shop' area. Now let's take a look at when you will need to use your certificate of incorporation. In most cases, it is completely free of charge. You may also need to provide your certificate in the following circumstances: opening a business bank account applying for a business loan buying or leasing property in your company name applying for business grants, licences, and permits opening accounts with suppliers and service providers seeking investment from third parties, for example - bringing in new shareholders restructuring or selling your company So, there you have it - today we have covered how to obtain a certificate of incorporation, what to do if you lose your original document, where it should be stored, and when you may need to use it. If you used an agent to form your company, you will almost certainly be able to obtain a replacement digital or paper copy of your certificate. To access Companies House Web Filing click on the following link - Companies House Web Filing Service Any questions or to place an order contact us Companies House forms available for download free of charge - you will need Adobe Acrobat Reader to open these files. Today, I want to discuss how to obtain a certificate of incorporation. If you prefer to file changes to your company electronically please read our web filing for instructions. Next, let's consider what to do if you have lost your original certificate of incorporation. This software can be downloaded for free from the Adobe website - click on the Adobe Logo The Companies Act 2006 has introduced a complete new set of company forms. For a full guide please use the following link- Companies House online filing To sign up for online filing you will need two access codes. Whilst logged in to your Online Company Manager, select the company from 'My Companies' then click the 'Shop' tab. To order this, simply phone the Companies House contact centre on +44 (0)303 1234 500 and provide the company name and company registration number (CRN) you want the certificate for. If you enjoy this video and find it useful, please give us a like and share it with your friends and colleagues. Download a copy of the digital certificate of incorporation Whichever way you set up your company, you can access and download a digital file copy of your certificate of incorporation online via Companies House Service. They will then email you a unique code within a few minutes.

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