

## Companies House

### Change of particulars of a Director or Secretary (288c)

Form 288c is used to inform Companies House of any changes in the particulars of a director or company secretary.

This form should be completed whenever there are changes and the details should be changed at the time of the change in details rather than at the annual return.

The details required are

- Company registration number
- Company name in full
- Date of changes
- Date of birth – mandatory for directors
- Full name
- Change of name – where applicable
- Change of address – where the director is granted a confidentiality order, a box must be ticked for the details to be held securely  
[Companies House Secure Register](#)
- Signature of existing director/secretary

This form is available from the Companies House website at <http://www.companieshouse.gov.uk/forms/introduction.shtml> and can be completed and filed online. For further information on WebFiling go to <https://ewf.companieshouse.gov.uk/>

Details of the new Companies Act 2006 can be found on the Homepage at

[www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)