

Companies House Appointment of a Director or Secretary (288a)

Form 228a is used to inform Companies House of the appointment of director or company secretary.

This form should be completed whenever there is a new appointment, and the details should be changed at the time of appointment rather than at the annual return.

The details required are

- Company registration number
- Company name in full
- Date of appointment
- Date of birth – mandatory for directors
- Full name
- Full 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](#)
- Nationality and Business Occupation – mandatory for directors
- Consent signature
- Signature of existing director/secretary

If other directorships are held, details must be completed on the back of the form.

Previous names maybe requested, but are not required for

- Married women with a maiden name
- A name that has been changed since the age of 18, or for more than 20 years
- Those with a peerage or title.

This form can be completed online where online registration has applied for. Additional questions including such things as Mother's Maiden name and colour of the applicant's eyes are asked for as additional security which requires the applicant to complete.

The Companies Act 2006 has removed the maximum age limit of 70 for Directors of PLCs – this is effective from 6th April 2007