

# Is Your Business ACSP-Ready?

Use this checklist to make sure your company is ready for identity verification and submission through an Authorised Corporate Service Provider (ACSP). Completing these items ahead of time will make the process smoother and keep your company compliant.

## Company Details

- ☐ Registered company name matches Companies House records
- ☐ The company number is correct
- ☐ Company type (Ltd, LLP, etc.) is accurate
- ☐ Details of all directors and PSCs are up-to-date

## Director & PSC Information

- ☐ Full name (including previous names)
- ☐ Date of birth
- ☐ Current residential address and address history (last 12 months)
- ☐ Email address
- ☐ National Insurance number or other ID documents ready

## Company Structure

- ☐ All shareholders are listed with correct percentages
- ☐ Any changes in ownership or control are documented
- ☐ Any linked companies identified

## Registered Office & Filing Prep

- ☐ Registered office address is valid and receives official mail
- ☐ Contact phone number and email updated
- ☐ Confirmation statement is up to date
- ☐ Memorandum & Articles of Association accessible
- ☐ Any previous filings or changes are documented and ready

## ACSP Preparation

- ☐ Decision made on using GOV.UK One Login or ACSP route
- ☐ Contact details for ACSP ready (if using one)
- ☐ Virtual office or mail handling arrangements (if applicable)

### Helpful Hints for Compliance:

- Start early, don't leave it until your confirmation statement is due
- Keep scanned copies of ID documents ready in a secure folder
- Use this checklist to ensure a smooth process with your ACSP