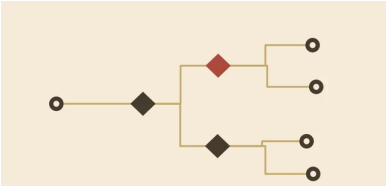
Director change coordination



We collect consent and required details for one appointment or resignation and hand the pack to the appointed agent.

Who it helps

UK founders and overseas owners

The problem to solve

The appointment or resignation may be agreed internally before the consent and filing information are ready.

Working through the brief

1. **Confirm the approved change**

   Gather the agreed inputs. Current company records, dates, approved changes and the appointed contact.

2. **Gather consent and required details**

   Track “Change type” and “Consent evidence” together so the reviewer can connect the source information to the result.

3. **Hand over to the appointed agent**

   Use the pack to anticipate missing records and give the appointed agent a clear account of the approved change.

4. **Check the scope at handover**

   Government, agent, address and bank charges are separate where applicable.

Worked example

A director’s appointment date differs across two records. Refer the discrepancy to the authorised person before requesting the change.

Read the service scope / FND-028

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