Company name change *coordination*



We coordinate one approved name change with the appointed agent and deliver a trading-name update checklist.

Who it helps

UK founders and overseas owners

The problem to solve

A new company name has practical consequences for trading documents, accounts and customer communications once the change is confirmed.

Working through the brief

1. **Confirm the approved name**

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

2. **Coordinate with the appointed agent**

   Track “Approved name” and “Agent confirmation” together so the reviewer can connect the source information to the result.

3. **Set out trading-name updates**

   Use the checklist to sequence operational updates around the appointed agent’s filing and confirmation.

4. **Check the scope at handover**

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

Worked example

A company plans a new name. Track the proposed filing separately from later updates to invoices, websites and account records.

Read the service scope / FND-029

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