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To: The Directors

**[COMPANY NAME] ([COMPANY NUMBER])** (the "**Company**")

[ADDRESS]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20[XX]

**CONSENT TO ACT AS A DIRECTOR**

I hereby consent to act as a director of the Companywith effect from the date of this letter.

I am not, nor have I been, disqualified from acting as a director of a company, nor have I performed any acts, nor are there any circumstances, pursuant to which I could be so disqualified.

I am not prohibited by law from acting as a director of a company and I have not been convicted of an offence, criminal or civil, that is not spent under the Rehabilitation of Offenders Act 1974.

I am not an undischarged bankrupt and I have not made a composition or arrangement with my creditors from which I have not been discharged.

I am otherwise eligible, and a fit and proper person, to be a director of the Company.

I will notify the Company promptly of any changes in the information provided in this declaration.

To assist the Company in advising all competent authorities, including Companies House, of my appointment I also provide the following mandatory details[[1]](#footnote-1):

Full Name:

Residential address:

Service address[[2]](#footnote-2):

Country of Residence:

Date of Birth:

Nationality:

Yours faithfully,

…………………………………  
**[NAME OF DIRECTOR TO BE APPOINTED]**

1. The Company will require these details for the purposes of registering the appointment with Companies House and updating the statutory registers. [↑](#footnote-ref-1)
2. Note this would usually be the company’s address – but can be something else if the director in question prefers. [↑](#footnote-ref-2)