



ALPHA HOUSING
SERVICES LTD

Director's Duties & Responsibilities

Your Role as a Director of a Right to Manage (RTM)
or Resident Management Company (RMC)



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Welcome to Your Role

As a director of an RTM or RMC, you play an important part in the successful running of your Company. This guide sets out your key legal responsibilities and identifies how Alpha Housing Services are here to support you through the process.

Who This Guide Is For

This guide is for any leaseholder acting as a director of a Right to Manage (RTM) or Resident Management Company (RMC). These responsibilities are set out under the Companies Act 2006 and other relevant legislation. While this guide gives you a clear overview, it's not legal advice. For complex issues, we recommend consulting a legal professional.

Our Commitment to You

At Alpha we're here to guide you through your responsibilities. We have dedicated staff who support legal compliance, health and safety, supplier vetting, and company filings. You are in capable hands.

Your Day-to-Day Responsibilities as a Director

At Alpha Housing Services, our goal is to make your role as effortless as possible. Day to day, you are unlikely to hear from us — you can relax knowing your property is in safe hands. We'll get on with the job and only reach out when your input is required.

We are flexible in how we communicate — whether by phone, email, video conference, or face-to-face meetings — and will always use the method that suits you best.

Your Ongoing Responsibilities Include:

1. **Attending Annual General Meetings (AGMs):** These are scheduled in agreement with you and Alpha Housing Services.
2. **Reviewing and Signing Off the Annual Accounts.**
3. **Reviewing and Approving the Annual Budget.**
4. **Making Key Decisions:** This includes works or other matters affecting the running of the building.
5. **Acting in Partnership with Your Managing Agent:** Always in the best interest of the Company and its residents.

6. **Responding to Communications Promptly.**
7. **Maintaining Familiarity with the Development:** Having a working knowledge of your property helps decision-making.
8. **Approving Invoices:** Timely approval is essential to keep operations running smoothly.
9. **Participating in Board Meetings with Fellow Directors.**
10. **Attending Site Visits (Optional):** If you'd like to meet contractors or your Property Manager on-site, let us know — or simply leave it to us.

Your Core Legal Responsibilities

As a director, you are bound by the Companies Act 2006. The core duties include:

- **Acting within your powers:** Always follow the rules set out in your company's constitution.
- **Promoting the success of the company:** Make decisions that support the long-term interests of your Company and fellow leaseholder community.
- **Using independent judgement:** Make decisions based on your own reasoning, even when advised by others.
- **Exercising care, skill and diligence:** Use sound judgement and act as a reasonably diligent person would.
- **Avoiding conflicts of interest:** Always act in the best interest of your Company.
- **Refusing improper benefits:** Do not accept gifts or incentives that could influence your decision-making.
- **Declaring interests:** If you have a personal interest in a transaction, you must disclose it to your fellow directors.

Other Legal Obligations to Be Aware of

Additional responsibilities may arise under the following legislation:

- **Insolvency Act 1986:** Don't allow the company to trade if it risks insolvency.
- **Health & Safety Regulations:** Ensure your development complies with fire safety and general safety regulations.
- **Environmental Law:** Use only certified contractors for work that could impact the environment.
- **Company Directors Disqualification Act 1986:** Never act as a director if disqualified.
- **Modern Slavery Act 2015:** Do not engage with suppliers that exploit workers or fail to meet ethical standards.
- **The Bribery Act 2010:** Bribery in any form is illegal.
- **Criminal Finances Act 2017:** Ensure that taxes are paid.

- **Money Laundering Regulations 2017/2019:** Never allow your company to be used to conceal criminal activity.
- **Data Protection Act 2018 & UK GDPR:** Handle personal data lawfully and securely.

What Happens if You Breach These Duties?

Failing to comply with these responsibilities can lead to:

- Personal fines
- Disqualification from being a director
- Imprisonment
- and / or financial penalties for the company

How Alpha Housing Services Supports You

We're here to make compliance simple and stress-free:

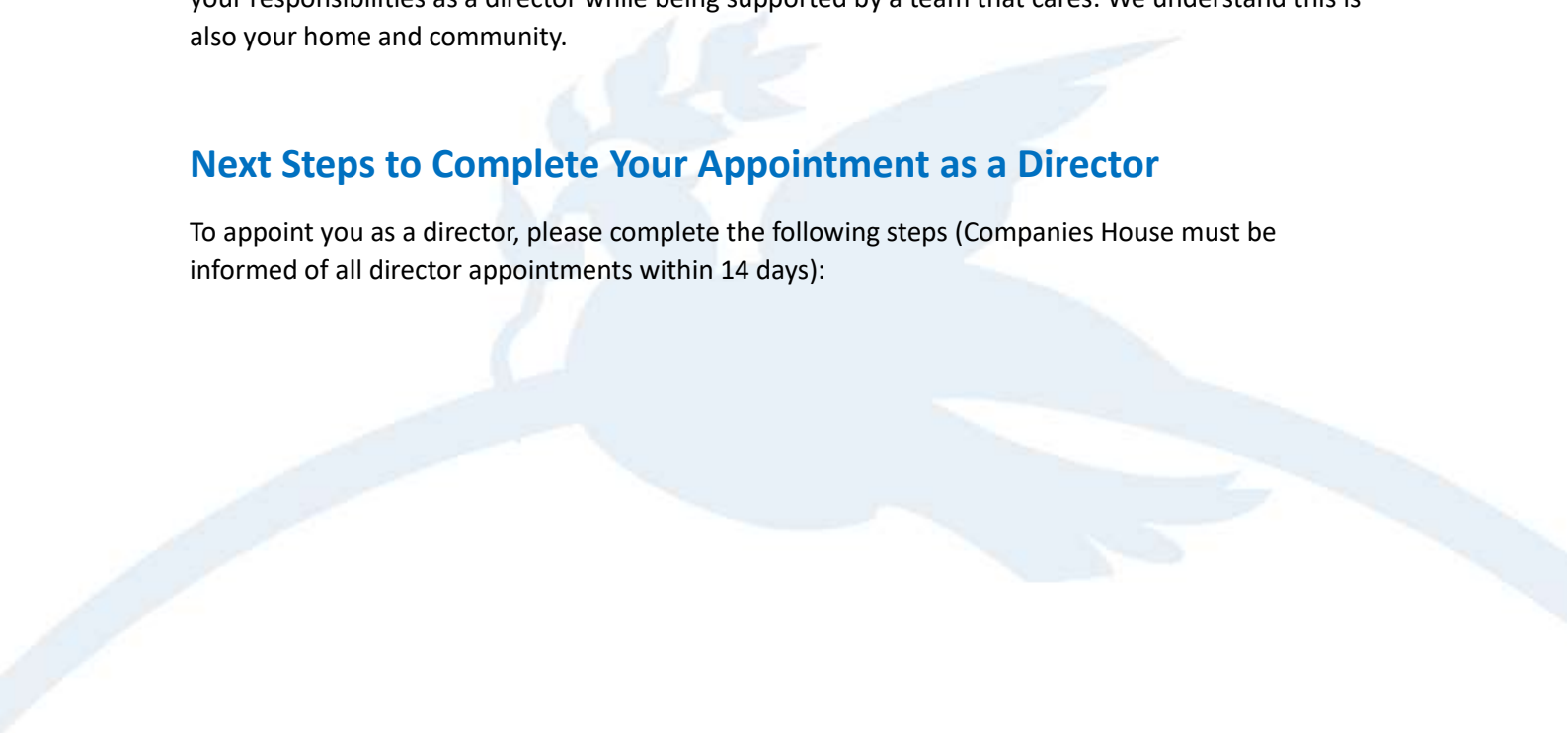
- **Company Filings:** We can assist with statutory filings, including those at Companies House, within the specified timescales.
- **Guidance:** We provide guidance when you need it, either through specialist suppliers or our own extensive knowledge.
- **Partnership:** We are here to work as your partner in managing your development, we are on the same team

Let's Work Together

With Alpha Housing Services working alongside you, you can focus on what matters most - fulfilling your responsibilities as a director while being supported by a team that cares. We understand this is also your home and community.

Next Steps to Complete Your Appointment as a Director

To appoint you as a director, please complete the following steps (Companies House must be informed of all director appointments within 14 days):



Step 1: Complete the Director Appointment Form

Please complete the attached Appendix 1 Director Appointment Form in full and return it to cosec@alphahousingservices.co.uk.

Once we have submitted your form to Companies House and it has been accepted, we will contact you by email so that you can proceed to Step 2.

Step 2: Verifying Your Identity for Companies House

All directors must verify their identity with Companies House before their appointment can be registered. Identity verification only needs to be completed once. If you have already verified your identity, you can use your existing verification code for this appointment. Identity is verified online in the following way:

1. Access the Verification Service:

Visit the official Companies House verification page: [Verify Your Identity for Companies House](#)

2. Sign In or Create a GOV.UK One Login

You will need to login to your GOV.UK One account. If you do not already have one, the system will guide you through setting one up. If you already have a Companies House account you will also be asked to connect it to your GOV.UK One Login.

3. Submit Your Identification Documents

Prepare one of the following forms of photographic ID:

- A valid passport (UK or international)
- A UK or EEA photocard driving licence
- Or another accepted form of government-issued ID

You will be prompted to:

- Take a photo of your ID, ensuring it is clear and legible.
 - Record a live video selfie, where you will be asked to turn your head or perform simple movements to confirm that you are the person in the ID.
- 4. Verification Check**
- The system securely matches your ID document with your video and cross-checks your personal details (such as your full name and date of birth) against Companies House records.
- 5. Confirmation**
- Once your identity is successfully verified, Companies House will link your identity to your director profile. This is a one-time process—you will not need to repeat this for future company appointments.
- 6. If You Cannot Verify Online**
- If you are unable to use the digital service (for example, if you do not have the required documents or cannot use a device with a camera), Companies House provides alternative routes, including face-to-face or manual verification. Details for alternative options are available on their website.



7. Submit Verification Code

Once you receive your 11 character verification code (format: xxx-xxxx-xxxx) please email it to cosec@alphahousingservices.co.uk.

Why This Is Important

Identity verification is a legal requirement designed to improve transparency and prevent fraud. Without completing this step, your appointment as a director cannot be registered with Companies House.

If you have any questions or need assistance with the identity verification process, please do not hesitate to contact us.

For further information on being a Company Director, please visit:

[Further Info For Management Companies/Directors RMCs or RTMs](#)

or

<https://www.gov.uk/guidance/being-a-company-director>

