



# GUIDANCE NOTE 2

## Registered Office

Every company incorporated under the Companies Act must have a registered office address in Gibraltar. It is at this address to which communication and notices may be addressed.

NB. The provision of registered office services is a controlled activity under the Financial Services (Investment and Fiduciary Services) Act, and as such, may only be provided to the public by a licensed person or entity.

### ▪ **First Notice of Situation of Registered office**

The First Notice of Situation of Registered Office is delivered to the Registrar together with the incorporation documents

### ▪ **Change of Registered Office**

A company may change its registered office from time to time by giving notice to the Registrar.

The directors should approve a resolution as follows:-

*“That the Registered Office of the Company be changed to [address] with immediate effect”*

Documents to be filed with the Registrar:-

Notice of Situation of Registered Office, and of any change therein

- Notice of the situation of the registered office, and of any change therein, shall be given within 30 days after the date of the change, to the Registrar

- **Forms**

Notice of Situation of Registered Office, and of any change therein may be downloaded from our website—Section on 'Forms

- **Filing Fee**

A statutory filing fee of £17.50 sterling is payable per notice.

Any changes must be notified to the Registrar within 30 days of the change. If notification of the change of registered office is made by way of inclusion in an annual return, for the obligation to be satisfied, the annual return must have been due and made within 30 days of the change. It is an offence not to comply with these requirements, and the company and each of its officers are liable on summary conviction to a default fine.

Late filing will also incur an additional £17.50 supplementary fee (please refer to sec. 426 (4) (c) of the Companies Act).

Payment Method—UK clearing cheques should be crossed and made payable to Companies House (Gibraltar) Limited

- **Guidance only**

This Circular is intended for general guidance only. Companies House (Gibraltar) Limited does not assume legal responsibility for the accuracy of any particular statement. In the case of a specific problem we recommend that you seek professional advice.

### **Registry Contact Details:**

Companies House Gibraltar

1<sup>st</sup> Floor The Arcade, 30-38 Main Street, PO Box 848, Gibraltar

Tel: +350 200 78193

Fax: +350 200 44436

[mail@companieshouse.gi](mailto:mail@companieshouse.gi)

[www.companieshouse.gi](http://www.companieshouse.gi)