

Circular No. 2 @ Jan 2008

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

- **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

Documents to be filed with the Registrar:-

(i) Notice of Situation of Registered Office or of any Change Therein (see Example 1)

- **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:-

(i) Notice of Situation of Registered Office or of any Change Therein (see Example 2)

- **Forms**

Notice of Situation of Registered Office or of any Change Therein may be downloaded from our website – Section on ‘Forms’

- **Filing Fee**

A statutory filing fee of £10.00 sterling is payable per notice

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**

Companies House (Gibraltar) Limited
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The Arcade
30-38 Main Street
PO Box 848
Gibraltar

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☎ (+350) 200 44436

✉ mail@companieshouse.gi

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Example 1

No. of Company 12345

Notice of Situation of Registered Office or of any Change Therein
pursuant to section 140 of the Companies Act

Name of Company *Reds and Blues Investments Limited*

To the Registrar of Companies

_____ *Reds and Blues Investments* _____ Limited

hereby gives you notice, in accordance with Section 140(2) of the Companies Act that the Registered Office of the Company is situated at:-

Insert address

*402 New Flats
North Road
Gibraltar*

with effect from *incorporation*

Date *18th May 2005*

Signature

(State whether Director or Secretary and write name in full) *John Smith - Secretary*

Presented for Registration by

*John Smith
Address
Country*

Name
Address

Example 2

No. of Company 12345

Notice of Situation of Registered Office or of any Change Therein
pursuant to section 140 of the Companies Act

Name of Company *Reds and Blues Investments Limited*

To the Registrar of Companies

_____ *Reds and Blues Investments* _____ Limited

hereby gives you notice, in accordance with Section 140(2) of the Companies Act that the Registered Office of the Company is situated at:-

**Insert new address*

*3 Manor Close
West Road
Gibraltar*

with effect from *10th May 2006*

Date *18th May 2006*

Signature

(State whether Director or Secretary and write name in full) *John Smith - Secretary*

Presented for Registration by

*John Smith
Address
Country*

Name
Address