



# GUIDANCE NOTE 5

## Searches

This guidance note describes the range of services, which Companies House provides. It includes full details of prices.

Companies House has three main statutory functions:-

1. To incorporate and dissolve companies.
2. To examine and hold documents presented under the Companies Act and related legislation.
3. To make this information available to the public.

Every company has a legal obligation to provide Companies House with up-to-date information on the company. This includes the filing of an annual return (which includes the registered office address and directors' and shareholders' details).

In turn Companies House makes this information available to anyone wishing to see it. The availability of such information to the public increases confidence in the workings of companies and helps to provide protection for the individual consumer, creditor or shareholder.

### **Searches can be made at Companies House in various ways.**

#### **▪ Standard Search**

A person can attend at Companies House and request to search the file of a company. The file will be made available on the following day for inspection.

If you hold an account with Companies House you will be able to email or fax a list of the Companies you wish to search and these files will be available on the following day for inspection.

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If a person requests a file it will only be held for twenty four hours for his inspection if it is not inspected within this time the file will be returned to the records room and a new request will have to be made and the search fees paid again. This procedure is necessary to prevent files from being unavailable for too long to other users of the Registry.

A person making a search will be able to request photocopies of the documents on the company's file.

- **By requesting a Company profile**

A Company Profile is a summary of the latest information on a Company. This includes:

- Registration Number
- Name of Company
- Incorporation Date
- Date on which the last Annual Return was filed
- Date on which the last Accounts filed was made up to
- Date on which the Company was last updated on our computer system
- Registered Office address
- Status of the Company i.e. whether it is in liquidation, pending striking-off or has been struck off
- Details of Share Capital
- Details of Shareholders
- Details of Directors
- Details of Secretary
- Details of any Charges registered against the Company

In order to obtain a Company Profile:

- (1) a member of the public can request one at the Registry on payment of £17.50. The Profile will be ready for collection after 24 hours; **or**
- (2) a user of the Registry who has a deposit account with the Registry will be able to request the profile by email or fax. The Profile can then be emailed, faxed or collected (whichever is requested by the user). The total cost to a user in Gibraltar will be £17.50; **or**
- (3) an Urgent Company Profile for a **local user** of the Registry may be requested by email or fax, and sent by return of email or fax within a few hours. The cost of this service will be £23.50; **or**
- (4) **Overseas** requests may be emailed to [profile@companieshouse.gi](mailto:profile@companieshouse.gi) or faxed to + 350 20044436. [Please see our Request Form herewith attached.] The cost of this service is £17.50; **or**
- (5) **Overseas** requests made by **post** will be posted by return. The fee for this service is £17.50 sterling. Payment method —UK clearing cheque made payable to Companies House Gibraltar.

**NB Many companies have similar names, so please make sure you give the full name of the company, including initials. If you can quote the company number, this will also help us to process your request.**

- **Opening an Account with Companies House**

Companies House has introduced a facility whereby a User of Companies House may deposit monies for the exclusive use and for the debit only, of any services offered by the Registry requiring payment. See [Guidance note 3](#) for more details on how to open an account.

- **Inspection of Hardcopy of Company File**

The hard copy (paper copy) of a company file is brought up to date once a document has been delivered to the Registry and that particular document has been entered on the database and electronically scanned. Electronic scanning involves a process whereby a picture image of the document is stored in the computer memory.

The procedure means that the computer record of a company is updated before the paper file. All documents of a company are placed in the file of the company **WITH ONE IMPORTANT EXCEPTION:**

If a company is pending striking off under section 411 or 412 or has been struck off pursuant to section 411 or 412. This information does not appear in the paper file of the company.

This information is, however, readily and instantly available by consulting the public computer terminal at Companies House. The company will appear in the computer flagged with "pending striking off 411", "Struck off 411", "pending striking off 412" or "Struck off 412". No charge is made for this facility.

- **Company Mortgage Profile**

This shows all mortgages and charges registered against a company and gives details of that particular charge which is of interest to the person making the search. The cost is £17.50 per charge [Please see our Request Form herewith attached.

- **Guidance only**

These notes are intended for general guidance only. Companies House Gibraltar 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)



## Search Request Form

Name of Company	
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Registration Number (if available)	
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Yes / No

Would you like to carryout a physical inspection of the company's file at Companies House Gibraltar?	£17.50 / £0
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### **Fees:**

**First certified copy of any document is £20. Each certified copy thereafter (for the same company) is £15.**

**First non-certified copy of any document is £15. Each non-certified copy thereafter (for the same company) is £10.**

Please Tick	Document(s) needed	Certified?
		Yes / No
	Certified copy of the originally signed Certificate of Incorporation	-
	Electronic copy of the Certificate of Incorporation	-
	Certified copy of the Certificate of Change of Name (if applicable)	-
	Memorandum of Association [original/latest]	
	Articles of Association (if available) [original/latest]	
	Accounts /Abridged balance sheet [dated ____/____/____]	
	Annual Reports (Solvency I) [dated ____/____/____] (Pursuant to S.56A of the Financial Services (Insurance Companies) Act 1987)	
	Annual Return [dated ____/____/____]	
	Particulars of Directors, Managers, and Secretaries and of any Change Therein [dated ____/____/____]	
	Return of change in the Members, and of any change therein [dated ____/____/____]	
	Return of Allotments [dated ____/____/____]	
	Copy of the all documents available filed from 1993 to present	Total Price £75 / £50
	Copy of Historical archive (1932 to 1993) (if applicable)	Total Price £75 / £50
	Copy of the all documents filed	Total Price £100 / £75
	Other (please specify)	

**NOTE: Please submit the completed form to: [search@companieshouse.gi](mailto:search@companieshouse.gi).**

**Payment details:**

(Please tick one of the following)

CHG Deposit Account  Please state your Deposit Account No.

Payment by Credit Card  (a 2% surcharge will apply)

Payment by Debit Card

<b>Card Number</b> <i>*For security reasons do NOT insert card number on this form</i>	<b>Please call one of our cashiers on telephone No. (+ 350) 20078193 to disclose your card number and security number.</b>
<b>Card type</b> (VISA / MASTERCARD / if OTHER please specify)	
<b>Cardholder's Name</b> (As it appears on the card)	
<b>Billing Address</b>	<hr/> <hr/> <hr/> <hr/>
<b>Start Date (mm/yy)</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Expiry Date (mm/yy)</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Security Code</b> <i>*For security reasons do NOT insert the security code on this form</i>	<b>Please call one of our cashiers on telephone No. (+ 350) 20078193 to disclose your card number and security code.</b>

I authorise Companies House Gibraltar to debit the amount of £ _____ from my card	
Name of person making the request	_____
Email address	_____
Contact telephone number	_____

**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)