



# GUIDANCE NOTE 8

## Profiles

## Profiles

### What is 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.
- Year-end date of last Accounts / Abridged Balance Sheet filed.
- 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.

### Who can request a Company Profile?

Any member of the public can request a Company Profile of any Gibraltar registered company.

### How much does a Company Profile cost and when can I expect to receive it?

The fee for a standard Company Profile is £17.50. This would be ready the following working day and can be sent to you by email (as a PDF document) or it may be collected from the Registry between 10:00am and 3:00pm.

The fee for a certified Company Profile (certified by the Registrar of Companies) is £22.50. A certified Company Profile would have to be collected from the Registry the following working day between 10:00am and 3:00pm. If requested from outside of Gibraltar, this can be sent by post.

### How can I request a Company Profile?

A Company Profile can be requested by completing the Profile Request Form at the end of this circular and sending it by email to [profile@companieshouse.gi](mailto:profile@companieshouse.gi).

## How can I pay for a Company Profile?

Registry users with a Deposit Account with Companies House Gibraltar can choose to have the fees debited from their Account.

Users who do not have a Deposit Account can send the request form by email to [profile@companieshouse.gi](mailto:profile@companieshouse.gi) and settle the fee by credit/debit card, or by delivering the completed form to the Registry between 10:00am and 3:00pm and settling the relevant fee in cash or cheque. Cheques should be made payable to Companies House Gibraltar.

\* Please note that all major credit and debit cards can be accepted, however we do not accept payment by American Express cards.

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

- 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 contact us.

### 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)



## Profile Request Form

### IMPORANT NOTES

The fee for each normal Profile is £17.50. A certified Profile is £22.50. Payment can be made by credit/debit card. All your card details may be provided on the following page except for your card number and security code. For security reasons these need to be disclosed to one of our cashiers over the telephone. You may contact our cashiers between 9am and 3pm (CET/CEST) Monday to Friday.

Please note that credit card payments will carry a 2% surcharge. Debit card payments do NOT carry a surcharge.

Please state below the name(s) and if possible the registration number(s) of the entities for which you would like to receive a Profile.

Please send the duly completed form to: [profile@companieshouse.gi](mailto:profile@companieshouse.gi)

Please provide Profiles for the following:

Certified?

Yes / No

Registration Number:	Name:	
Registration Number:	Name:	
Registration Number:	Name:	
Registration Number:	Name:	
Registration Number:	Name:	
Registration Number:	Name:	

Please choose one of the following options:

I would like collect the Profile from the Registry	<input type="checkbox"/>
I would like the Profile to be sent by email to:	Please state your email address here: _____
I would like the Profile to be sent by mail to:	Please state your address here: _____ _____ _____

**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	_____

Notes:

A Company Profile is an electronic extract with the latest and current information of the company details. This information is sent as a PDF document by email to the sender's email address and includes the following:

- Registration Number.
- Name of Company.
- Incorporation Date.
- Date on which the last Annual Return was filed.
- Year-end date of last Accounts / Abridged Balance Sheet filed.
- 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.
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