



## **Circular No. 3** @ Jan 13

### **Opening an Account with Companies House**

To date payment for services rendered has been on a cash up front basis. 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 service offered by the Registry requiring payment. Such service is purely voluntary and free of any charge.

A deposit receipt issued by Companies House will contain the following details:-

- Receipt N°
- Customers Name & N°
- Operators Name & N°
- The Amount Deposited
- Payment method (i.e. Cash/Cheque)

Clients with deposit accounts may at any time ask for a Statement of Account.

The service will operate as follows:-

- All Users with Deposits will have a Customer N° and will be requested to sign a copy of the receipt, as proof that they requested the particular service.
- The account will be debited accordingly. If there are no funds in the account or insufficient funds, it will not be possible to provide the service.
- Statements are available on request.

We are providing a further service where we will advise you if the account should fall below a certain level. This will ensure that the account is always in credit and will avoid any delays because of lack of funds.

By having an account with us you will be able to file urgent documents without having to wait for a cheque to be made available. Having an account will also avoid the delays caused by bringing the wrong amounts for a service.

If you wish to apply for this facility please fill in and send the attached page with a cheque made payable to Companies House (Gibraltar) Limited. In the form you will need to include the names and signatures of the persons authorised to sign to debit the account.

By opening an account you can subscribe to Companies House Online Name search facility, and once you have done this you can Access the On Line Services

## To : - Companies House (Gibraltar) Limited

Name:- \_\_\_\_\_

Address:-  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email:- \_\_\_\_\_

We wish to open an account for the exclusive use, and for the debit of any service offered by the Registry requiring payment.

We herewith enclose a cheque for the sum set out below, being the initial amount for the opening of the account (There is no minimum amount):-

Cheque in the sum of £ \_\_\_\_\_

Please advise us when the deposit reaches the minimum amount of:-

Minimum of £ \_\_\_\_\_

- Names of Persons Authorised to Sign to Debit the Account at the Registry

NAME:	POSITION	SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____

### For Office Use only

Customer Code \_\_\_\_\_

Date Opened:- \_\_\_\_\_

Opened by:- \_\_\_\_\_

St.Ac.R.S.ON \_\_\_\_\_