



# GUIDANCE NOTE 3

## Opening an Account with Companies House

Updated January 2022

Opening an account with Companies House will allow users to experience a more efficient service for over the counter or email requests. Should the user also apply for an Online Account, he would be able to enjoy the ever-growing number of services offered via our e-registry platform.

### Deposit Account

A deposit account gives users the ability to deposit funds in their accounts for the exclusive use of any service offered by the Registry that requires payment. Users with a deposit account are then able to authorise Companies House to debit the required amount from their account without any further action necessary from themselves.

The deposit account service operates as follows: -

- All users with deposit account will be given a customer account number.
- Accounts will be debited accordingly after every transaction, (clients will be requested to authorise each transaction as confirmation that they requested that particular service).
- If there are insufficient funds in the account, it will not be possible to provide the service.
- Statements are available on request and may be obtained from our website for account holders who also have an Online Account.
- This facility is free of charge.

When funds are deposited into an account, Companies House will issue a deposit receipt containing the following details:

- Customer's name and account number;
- Receipt number;
- Receipt date and time;
- Operator's name; and
- The amount deposited;

Should you wish to apply for this facility, please complete and return the attached form.

Please see Guidance Note 36 for Companies House Gibraltar's preferred payment methods - <https://www.companieshouse.gi/publications/C0036.pdf>.

## Online Account

By opening a deposit account with Companies House, you can also thereafter apply for an Online Account to make use of the numerous online services offered by the e-Registry.

The Online Account would allow you to do the following:

- Search for entities by name or registration number;
- Obtain limited information on any registered company, such as the company's registration number, the status of the company, the type of company and the last Annual Return filed date;
- Download copies of documents filed (including accounts), or full archive bundles;
- Download Profiles and Mortgage Profiles;
- Conduct eSearches (as if carrying out a physical search of the file at the Registry);
- The possibility to file most documents electronically;
- Make use of the e-Monitoring service, whereby you can apply to monitor companies, and the Registry is able to send automated emails when any of these companies conducts any of the specified activities. See Guidance Note on eMonitoring - <http://www.companieshouse.gi/publications/C0035.pdf>; and
- Access to all our 5<sup>th</sup> & 7<sup>th</sup> Supplement publications in the Gibraltar Gazette, containing the following:
  - First Notice of Striking Off (pursuant to Sections 411,412 and 413 of the Companies Act);
  - Final Notice of Striking Off (pursuant to Sections 411,412 and 413 of the Companies Act);
  - Notices pursuant to Sections 414 regarding notices of Restorations of Companies to the Register;
  - Notices of Dissolution in respect of winding up; and
  - Particulars under the Companies (Re-domiciliation) Regulations 1996 (as amended).

**Note:** There is a monthly subscription fee of £10 for the online account. Some of the services mentioned above also carry a fee, which will be clearly displayed before you purchase the service.

## E-Filing

Companies House Gibraltar also operates an e-Registry, which is only available to online account holders who are either individual Directors and/or Secretaries of Gibraltar registered companies, or authorised officers of corporate Directors and/or Secretaries.

To take advantage of e-Filing, the Director(s)/Secretary(ies) would need to apply for a UID (Unique Identifier) number completing the attached forms.

Documents filed electronically are automatically validated to form part of the company's records, which are then available for inspection/download within 24 hours.

### **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)



## Application Form for Deposit Account by a corporate entity

**Note: Companies that are not registered in Gibraltar must provide a copy of the Certificate of Incorporation. Individuals authorised to use the account on behalf of the company are required to provide a copy of their ID Card, or a copy of their current Passport (as proof of identity) and a current Utility Bill (as proof of address).**

Account Name  
(choose your account name)

---

Company Name  
(if different from above)

---

Company Registration Number

---

Email address for delivering monthly statements

---

Is the company licensed under the Gibraltar Financial Services Act 2019?

☐

YES

☐

NO

### To be completed by companies not registered in Gibraltar

#### Registered or Principal Office Address

Building name/number

---

Street

---

Town

---

Region or State

---

Postcode

---

Country

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### Gibraltar Agents (if applicable)

Gibraltar Agent Full Name	
Address	
Telephone	

**Details of persons authorised to sign to debit the Account at the Registry**

**Signatory:**

Full Name	
Position	
Signature	

**Signatory:**

Full Name	
Position	
Signature	

**Signatory:**

Full Name	
Position	
Signature	

**Signatory:**

Full Name	
Position	
Signature	

**Note: Print as many copies of this page as needed**

## Officer Details

Title	Date of Birth ____ / ____ / ____
Present Forename (s)	Job Title
Present Surname	
<b>Usual Residential Address</b> <div> <div>Building name/number</div> <div>Street</div> <div>Town</div> <div>Region or State</div> <div>Postcode</div> <div>Country</div> </div>	
Telephone	Email

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

☐ Attached copy of ID Card or ☐ Attached copy of Passport and Utility Bill

☐ Attached copy Certificate of Incorporation (if applicable)

Signature \_\_\_\_\_

Full Name \_\_\_\_\_

Date \_\_\_\_\_

**FOR OFFICE USE ONLY**
**A/C No:**
**OPENED BY:**
**DATE:**

If you would like to use our e-registry services please complete our Application Form for Web Account



## Application Form for Web Account by a corporate entity

Account Name \_\_\_\_\_

### e-Registry Services

**Note: Only to be completed if you would like to use our e-Registry services**

We would like to set up and subscribe to the e-Registry Services and hereby authorise Companies House Gibraltar to debit the subscription charge of £10 per month from this account.

We understand that in order to purchase and download profiles and other services on-line we need to keep in credit our web account, as the fees will automatically be debited from this account as and when they are purchased.

We understand that the credit kept in the web account will be used solely for the web transactions including searches and e-filing.

### Name Search Login Details

Login username \_\_\_\_\_ Password \_\_\_\_\_

(For safety reasons this user name and password will only allow you to log in to our name search facility, therefore please provide a different username and password for online profile and e-filing services).

Please also note that passwords must be at least 8 characters, have at least 1 special character, 1 uppercase, 1 lowercase and 1 number. IMPORTANT: @ % # are not allowed.

### Profile Login Details

Login username \_\_\_\_\_ Password \_\_\_\_\_

The safeguarding of this information and your password is your responsibility so you must keep it safe. Please note that with this password any person can charge services to your account.

Signature \_\_\_\_\_

Full Name \_\_\_\_\_

Date \_\_\_\_\_

#### FOR OFFICE USE ONLY

Web A/C No:

OPENED BY:

DATE:

If you would like to apply for e-filing and a Unique Identifier number please complete our **Form UID1**



## Application for e-filing and UID number by a corporate entity

Company Number	Company Name
Country of Incorporation	Date of Incorporation ____ / ____ / ____
Telephone	Email
<b>Registered or Principal Office Address</b>  Building name/number _____ Street _____ Town _____ Region or State _____ Postcode _____ Country _____	

☐ Attached copy of Certificate of Incorporation (if applicable)

Signature \_\_\_\_\_

Full Name \_\_\_\_\_

Date \_\_\_\_\_

### FOR OFFICE USE ONLY

UID:

OPENED BY:

DATE:





## Application Form for Deposit Account by an individual

### Personal Details

Title	Date of Birth ____ / ____ / ____
Present Forename (s)	Job Title
Present Surname	
<b>Usual Residential Address</b> Building name/number _____ Street _____ Town _____ Region or State _____ Postcode _____ Country _____	
Telephone	Email

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

### **Tick one box only**

- ☐ Attached copy of ID Card or
- ☐ Attached copy of Passport and Utility Bill

Signature \_\_\_\_\_

Full Name \_\_\_\_\_

Date \_\_\_\_\_

### **FOR OFFICE USE ONLY**

**A/C No:**

**OPENED BY:**

**DATE:**

If you would like to use our e-registry services please complete our Application Form for Web Account



## Application Form for Web Account by an individual

### e-Registry Services

**Note: Only to be completed if you would like to use our e-Registry services**

I would like to set up and subscribe to the e-Registry Services and hereby authorise Companies House Gibraltar to debit the subscription charge of £10 per month from this account.

I understand that in order to purchase and download profiles and other services on-line I need to keep in credit our web account, as the fees will automatically be debited from this account as and when they are purchased.

I understand that the credit kept in the web account will be used solely for the web transactions including searches and e-filing.

#### Name Search Login Details

Login username \_\_\_\_\_ Password \_\_\_\_\_

(For safety reasons this user name and password will only allow you to log in to our name search facility, therefore please provide a different username and password for online profile and e-filing services).

Please also note that passwords must be at least 8 characters, have at least 1 special character, 1 uppercase, 1 lowercase and 1 number.

#### Profile Login Details

Login username \_\_\_\_\_ Password \_\_\_\_\_

The safeguarding of this information and your password is your responsibility so you must keep it safe. Please note that with this password any person can charge services to your account.

Signature \_\_\_\_\_

Full Name \_\_\_\_\_

Date \_\_\_\_\_

#### FOR OFFICE USE ONLY

Web A/C No:

OPENED BY:

DATE:

If you would like to apply for e-filing and a Unique Identifier number please complete our **Form UID2**



## Application for e-filing and UID number by an individual

Initials	Honours	
Title		Date of Birth ____ / ____ / ____
First Forename (s)		Other Forename (s)
Surname		Any Former Surname (s)
<b>Address</b> Building name/number _____ Street _____ Town _____ Region or State _____ Postcode _____ Country _____		
Nationality		Nationality of Origin
Occupation		
Telephone		Email

**Tick one box only**

- ☐ Attached copy of ID Card or
- ☐ Attached copy of Passport and Utility Bill

Signature \_\_\_\_\_

Full Name \_\_\_\_\_

Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

**UID:**

**OPENED BY:**

**DATE:**