



GUIDANCE NOTE 5

Searches

Updated April 2021

This guidance note describes the search services and facilities that Companies House Gibraltar (“Companies House”) provides, including details of the applicable fees.

Companies House has three main statutory functions: -

1. To incorporate and dissolve companies;
2. To examine and hold documents delivered under the Companies Act and related legislation; and
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, directors’, secretaries and shareholders’ details.

In turn, Companies House makes this information available to anyone who requires 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.

How to conduct a search.

Companies House provides for searches to be carried out in any of the following ways:

▪ **Standard Personal Search**

A person can attend the offices of Companies House and request to search the file of a company. Alternatively, it is also possible to send a search request form by email to search@companieshouse.gi with a list of the companies you wish to search. In both cases the file(s) will be available for inspection on the following day.

If a person requests a file, it will only be held for twenty-four hours for inspection. If the file is not inspected within this time, it 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 ensure the availability of files for other users of the registry.

The fee for conducting a standard personal search is £17.50 plus an additional £2.50 handling fee. A person making a search will be able to obtain copies of the documents on the company's file, subject to payment of the pertinent fees.

The hard 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. The procedure results in the computer record of a company being updated before the paper file. All documents of a

company are placed in the paper file of the company **WITH ONE IMPORTANT EXCEPTION:**

If a company is pending striking off under section 411, 412, or 413, or has been struck off pursuant to any of these three sections of the Companies Act. This information will not appear in the paper file of the company.

This information is, however, readily and instantly available by consulting any of the public computer terminals at Companies House, or by searching the records via the e-Registry. The company will appear flagged with a status indicating that the company is either pending striking off, or struck off.

▪ **Electronic Personal Search at Companies House**

Registry users can choose between viewing the record in hard copy (i.e., the standard physical search), or in electronic form at the registry. Choosing the electronic personal search has various advantages over the standard personal search.

The user can view the file without delay and will have access to the latest documents filed for the company (including those filed in electronic form). The user will also benefit from a reduced fee of £10.00, instead of the £20.00 total fee payable for a Standard Personal Search.

▪ **e-Search**

Subscribers to Companies House's e-Registry can conduct electronic searches of all active companies registered in Gibraltar since 1931 remotely from their own office or other chosen location. They are able to inspect in electronic form all statutory documents filed with the Registrar of Companies.

The electronic file will sit on their very own e-Shelf for a period of 30 days before expiring. The fee for carrying out an e-Search is £10.00.

Subscribers are able to search a company file in this way at a time and place of their choice, at a reduced cost and without having to wait for the company file to be brought to the registry's office.

▪ **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;
- Financial year-end date of the last accounts filed;
- Registered office address;
- Status of the company (e.g., 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; and
- Details of any charges registered against the company.

In order to obtain a company profile, a user will need to complete a profile request form and send or deliver this to Companies House to the address shown at the end of this guidance note. Email requests should be sent to profile@companieshouse.gi

Further details regarding fees and payment may be found on the profile request form.

N.B. When making a request please ensure the full name of the company, including initials, is provided. If you can quote the company number, this will also help us to process your request.

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.

Opening an Account with Companies House

Companies House has a facility that allows a user of Companies House to deposit monies for the exclusive use and for the debit only, of any services offered by the registry requiring payment. See Companies House Guidance Note No. 3 for more details on how to open an account.

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

1st Floor The Arcade

30-38 Main Street

PO Box 848

Gibraltar

Tel: +350 200 78193

Fax: +350 200 44436

mail@companieshouse.gi

www.companieshouse.gi



Search Request Form

Name of Company required	
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Registration Number (if available)	
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Please Tick

Would you like to carry out an Electronic Search of the company's file at the registry?	Fee = £10.00	
Would you like to carry out a Personal Search (viewing of hard copy) of the company's file at the registry?	Fee = £20.00 <small>(Personal Search Fee £17.50 plus £2.50 handling fee)</small>	
I only require copies of documents filed at the registry for the above-mentioned company. No search required.	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) required	Certified? Yes / No
<input type="checkbox"/>	Certified copy of the originally signed Certificate of Incorporation	-
<input type="checkbox"/>	Electronic copy of the Certificate of Incorporation	-
<input type="checkbox"/>	Certified copy of the Certificate of Change of Name (if applicable)	-
<input type="checkbox"/>	Memorandum of Association [original/latest]	
<input type="checkbox"/>	Articles of Association (if available) [original/latest]	
<input type="checkbox"/>	Accounts /Abridged balance sheet [dated]	
<input type="checkbox"/>	Annual Return [dated]	
<input type="checkbox"/>	Particulars of Directors, Managers, and Secretaries and of any Change Therein [dated]	
<input type="checkbox"/>	Return of change in the Members, and of any change therein [dated]	
<input type="checkbox"/>	Return of Allotment of Shares [dated]	
<input type="checkbox"/>	Copy of the all documents available filed from 1993 to present <small style="text-align: right;">Price: Certified -£75 / Non-Certified - £50</small>	
<input type="checkbox"/>	Copy of historical archive (1932 to 1993) (if applicable) <small style="text-align: right;">Price: Certified -£75 / Non-Certified - £50</small>	
<input type="checkbox"/>	Copy of all documents filed <small style="text-align: right;">Price: Certified -£100 / Non-Certified - £75</small>	
<input type="checkbox"/>	Other (please specify)	

Copies will be collected from the Registry	Yes / No
Please send me the (non-certified) copies by email to the following email address	
Please send me the copies by Registered Mail to (An additional £6 fee to cover registered mail charges will apply for copies of documents sent by post.	

NOTE: Please submit the completed form to: 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

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

I authorise Companies House Gibraltar to debit the amount of £ _____ from my card	
Name of person making the request (if different from the cardholder named above)	_____
Email address	_____
Contact telephone number	_____

Registry Contact Details:Companies House Gibraltar – 1st Floor The Arcade, 30-38 Main Street, PO Box 848, Gibraltar

Tel: +350 200 78193

Fax: +350 200 44436

mail@companieshouse.giwww.companieshouse.gi