



# GUIDANCE NOTE 7

## Certificate of Good Standing

Updated March 2024

### What is a Certificate of Good Standing ("CoGS")?

A CoGS is a certificate issued upon request in relation to a company that is compliant with all of the filing requirements stipulated in the Companies Act 2014 (the "CA"). It will only be issued to those companies that are fully up to date with all of their statutory filings.

### Who can request one?

Anyone seeking confirmation or requiring proof that a company is active and compliant with its statutory filing obligations under the CA, may request a CoGS by completing the attached form **CoGS 1**.

A CoGS contains the following information (as per our records on the date of issue):

- Name and incorporation number of the company;
- Names and addresses of the current officers;
- Registered office address;
- Share capital of the company;
- Charges against the company registered at CHG;
- Confirm that a company is not in the process of being dissolved, liquidated or struck off.

Furthermore, an officer of a company may request a CoGS with shareholders' information by completing the List of Members form that is attached to form **CoGS 1**. This certificate will contain all the aforementioned details and those of the shareholders of the company as confirmed in the List of Members submitted.

### How can I request a CoGS?

The duly completed forms may be delivered to Companies House Gibraltar, or may sent by email to [goodstanding@companieshouse.gi](mailto:goodstanding@companieshouse.gi)

### What is the fee for processing a request for a CoGS?

A statutory fee of £60.00 sterling is payable per Certificate of Good Standing. There is an additional fee of £60.00 sterling for urgent requests of a CoGS (£120.00 total).

The Registry must receive these requests by no later than 9.30am. The CoGS will be issued by 3pm on the same day, unless an urgent two hour fee of £500.00 is paid.

## **Payment Method**

Please see Guidance Note 36 for Companies House Gibraltar's preferred payment methods.

## **How long will it take to process a request for a CoGS?**

Standard requests can take up to 3 working days to process. As detailed above CoGS can be issued on the same day, if an urgent request is received by 9:30am. If an urgent request is received after 9:30am, the CoGS will be issued the following day.

## **Can I request a CoGS for any company registered in Gibraltar?**

Yes, however CoGS are not issued for companies registered under Part XII or Part XIV of the Companies Act 2014. Additionally, it should be noted that CHG will not issue long form CoGS with shareholders' information for Public Limited Companies.

## **What are some of the most common reasons for a company not being in good standing?**

- Annual Returns and/or Accounts not filed up-to-date;
- Missing appointments, resignations or other changes in the particulars of the officers of the company;
- Missing allotment(s) of shares;
- Missing transfer(s) of shares;
- Incorrect information shown in any of the returns on file.

## **Will CHG issue a refund of the fee if I request a CoGS for a company that is not in good standing?**

CHG's stance on this is that the fee for requesting a CoGS is non-refundable. Only in exceptional circumstances will such a request be considered and, even then, a refund will only be issued at the discretion of CHG. This has been the position adopted by CHG as an audit of the file and work required to ascertain if the Company is in good standing will already have been performed. This said, CHG will allow a period of 14 days from the date of payment for the request within which any errors or omissions may be addressed and corrected. In such cases CHG will issue a CoGS without further payment being required for a new request.

## **Important Notice**

In order for the Registrar to issue a CoGS the company is required to be up to date with the filing of all its Annual Returns and Accounts. We would therefore expect that a company for which a CoGS is sought is up to date with all its annual filing obligations. The accuracy of the details contained on a CoGS depends on the accuracy of the Registrar's records. This will reflect the information filed for the company to which the CoGS relates.

## **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)



Form CoGS 1

Fee - £60.00

Urgent Fee - £120.00

Urgent Fee (2hrs) - £500

## Request for a Certificate of Good Standing for a COMPANY

Company Name: \_\_\_\_\_

Company Number: \_\_\_\_\_

Authorised share capital: \_\_\_\_\_ shares divided into \_\_\_\_\_

Issued share capital: \_\_\_\_\_

Registered Office address: \_\_\_\_\_

GX11 1AA

Gibraltar

### List and particulars of the Directors (as at the date of request)

Full Name	Nationality	Usual Residential Address	Occupation

### List and particulars of the Secretaries (as at the date of request)

Full Name	Nationality	Usual Residential Address	Occupation

**NB. An officer of a company (i.e., a director or secretary) may request a CoGS with shareholders' information by completing the List of Shareholders on the following page.**

## PRESENTED BY

Signature \_\_\_\_\_

Name (in full) \_\_\_\_\_

Telephone No. \_\_\_\_\_

Email address \_\_\_\_\_

Date of request \_\_\_\_\_

**NOTE: Please send by email the duly completed form to: [goodstanding@companieshouse.gi](mailto:goodstanding@companieshouse.gi)**

**List of Shareholders of the company as at the date of this request**

Full Name	Nationality	Occupation	Address	Number of Shares		
				Ordinary	Preference	Other Kind

The officer of the company signing this request hereby certifies that : -

1. No request for striking off the Company has been made.
2. The Company is not the subject of a voluntary winding up or a petition to wind up the Company by the Court or under the supervision of the Court.
3. No receiver or managers has been appointed to manage the property of the Company on behalf of debenture holders or by Order of the Court.
4. No Insolvency proceedings under the Insolvency Act 2014 have been commenced.

**Signature** \_\_\_\_\_

**Name** \_\_\_\_\_

**Secretary / Director**

## Payment details:

Please tick one of the following payment options:

I wish to pay for this request by:

☐

CHG Deposit Account

Please state your CHG Deposit Account No. \_\_\_\_\_

Note: By ticking "CHG Deposit Account" you are authorising Companies House Gibraltar to debit your Debit Account with Companies House Gibraltar for the total amount payable for this request.

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Credit Card

A payment link will be sent to the email address provided in the "contact details" section below.

Note: A 2% surcharge will apply on Credit Card payments

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Debit Card

A payment link will be sent to the email address provided in the "contact details" section below.

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Bank transfer

See bank details below:

Name of Bank:	Trusted Novus Bank (Gibraltar) Limited
Address of bank:	76 Main Street, Gibraltar
Account number:	05137541
Sort code	405178
IBAN:	GI78 TNOV 0000 0513 7540 001
Swift Code:	TNOVGIGI

## Contact details:

Name of person making the request

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Email address

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Telephone number

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### 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

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