



GUIDANCE NOTE 7

Certificate of Good Standing

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;
- Particulars of members/shareholders as at the date of the request / list of members;
- 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 attached form **CoGS.2**. This certificate will contain all the aforementioned and 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

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

A statutory fee of £52.50 sterling is payable per Certificate of Good Standing. There is an additional fee of £35.00 sterling for urgent requests of a CoGS (£87.50 total).

The Registry must receive these requests no later than 9.30am. The CoGS will be issued by 3pm on the same day.

Payment Method:

The relevant fees may be settled by;

- Cheques - made payable to Companies House Gibraltar;
- Credit/Debit Card – using attached payment form; or
- CHG account holders may have the relevant fees debited from their account.

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 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

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



Fee - £52.50
Urgent Fee - £87.50

Request for a Certificate of Good Standing

Please insert Company Number below:
(Include an * immediately before and after the number)

Company Name: _____

Company Number: _____

Authorised Share Capital: _____ Shares divided into _____

Issued Share Capital: _____

Registered Office address: _____

GX11 1AA

Gibraltar

Date of Request: _____

List and particulars of the Directors and Secretaries of the company as at the date of this request;

Full Name	Nationality	Address	Occupation
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Directors

Secretaries

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Presented by	Name
	Address
	Tel
	E-mail



Fee - £52.50
Urgent Fee - £87.50

Request for a Certificate of Good Standing by an officer of the Company

Company Name: _____

Company Number: _____

Authorised Share Capital: _____ Shares divided into _____

Issued Share Capital: _____

Registered Office address: _____

GX11 1AA

Gibraltar

Please insert Company Number below:
(Include an * immediately before and after the number)

Date of Request: _____

List and particulars of the Directors and Secretaries of the company as at the date of this request;

Full Name	Nationality	Address	Occupation
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Directors

Secretaries

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

Full Name	Nationality	Address	Occupation	Number & Class of Shares

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 _____
(Director / Secretary)

Presented by	Name
	Address
	Tel
	E-mail

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	_____
Email address	_____
Contact telephone number	_____

Registry Contact Details:

Companies House Gibraltar – 1st Floor The Arcade, 30-38 Main Street, PO Box 848, Gibraltar
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Fax: +350 200 44436
mail@companieshouse.gi
www.companieshouse.gi