



# GUIDANCE NOTE 8

## Profiles

Updated January 2022

### What is a 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.
- Year-end date of last Accounts / Abridged Balance Sheet filed.
- Registered Office address.
- Status of the Company i.e. 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.
- Details of any Charges registered against the Company.

### Who can request a Company Profile?

Any member of the public can request a Company Profile of any Gibraltar registered company.

### How much does a Company Profile cost and when can I expect to receive it?

The fee for a standard Company Profile is £20.00. This would be ready the following working day and can be sent to you by email (as a PDF document) or it may be collected from the Registry between 10:00am and 3:00pm.

The fee for a certified Company Profile (certified by the Registrar of Companies) is £25.00. A certified Company Profile would have to be collected from the Registry the following working day between 10:00am and 3:00pm. If requested from outside of Gibraltar, this can be sent by post.

A Company Profile may also be requested on an urgent basis. If the request is received by email before 9:30am, this may be ready by 3:00pm. The fee for an urgent Company Profile is £25.00; an urgent certified Company Profile is £30.00.

### How can I request a Company Profile?

A Company Profile can be requested by completing the Profile Request Form at the end of these notes, and sending it by email to; [profile@companieshouse.gi](mailto:profile@companieshouse.gi).

## How can I pay for a Company Profile?

Please refer to Guidance Note 36 for payment methods accepted by Companies House Gibraltar.

**NB.** As many companies have similar names, please make sure you give the full name of the company, including any initials. If you are able to quote the company number, this will also help us to process your request.

## 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 contact us.

## 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)



## Profile Request Form

**IMPORTANT NOTES**

**Fees:**

A normal Profile (issued the following working day) is £20.00.

An urgent Profile (issued within the same working day when requested before noon) is £25.00

A certified Profile is an extra £5.00.

A registered mail fee of £6 will apply for Profiles sent by post.

Please state below the names and registration numbers (if known) of each of the entities for which you would like to receive a Profile.

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

I would like to receive Profiles for the following entities:

**Urgent?**  
Yes / No

**Certified?**  
Yes / No

Registration Number:	Name:		

Please choose one of the following options:

<p>I would like to collect the Profile(s) from the Registry</p>	<p>Yes / No</p>
<p>I would like the Profile(s) to be sent by email to: <i>(Note: Certified Profiles cannot be sent by email).</i></p>	<p>Please state your email address here:</p> <hr/>
<p>I would like the Profile(s) to be sent by registered mail to: <i>(I understand that an additional £6 registered mail fee will apply).</i></p>	<hr/> <hr/> <hr/>

**See payment details overleaf**

## 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.

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

Debit Card

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

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

---

Email address

---

Telephone number

---

### 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)