



GUIDANCE NOTE 39

e-Registry & e-Filing

What is the difference between the e-Registry and e-Filing?

- The e-Registry consists of various online services offered by Companies House Gibraltar, as more particularly set out in this guidance note.
- The e-Filing platform is an additional optional service offered by the e-Registry. It allows for various documents of Gibraltar companies to be filed electronically by the company's Directors or Secretaries.

The e-Registry

What is the e-Registry?

The e-Registry consists of various online services offered by Companies House Gibraltar. These include:

- i) **Company Names Index Search** - including basic company information such as:
 - Incorporation number;
 - REID number;
 - Date of incorporation;
 - Company Status - (e.g., Struck off, Pending Liquidation, etc.);
 - Date of last Annual Return filed; and
 - Type (e.g., Private company limited by shares, Public Limited Company, etc.)
- ii) **Names index search** for Business Names, Trademarks, Patents, Gibraltar Economic Interest Groupings, Limited Partnerships, Registered Trusts, Limited Liability Partnerships and Private Foundations.

This also includes basic information such as:

- Date of last Annual Return filed;
 - Status; and
 - Expiry Date (if applicable).
- iii) **Access for users to purchase electronic copies of any document** from an entity's filing history.

iv) **Access for users to purchase:**

- **Profiles** for Companies, Private Foundations, Limited Partnerships, Limited Liability Partnerships, Trade Marks and Patents;
- **Company Mortgage Profiles;** and
- **Electronic copies of documents** for Business Names, Private Foundations, Limited Partnerships, Limited Liability Partnerships, Trade Marks and Patents.

v) **Access to download Fifth & Seventh Supplements to the Gibraltar Gazette** since 1993.

vi) Capability to **download receipts & statements** from deposit & web accounts for a period covering the preceding year.

vii) **e-Search service**, which enables users to conduct electronic searches of all active companies and business names registered in Gibraltar since 1931. They will be able to inspect all statutory documents filed with Companies House Gibraltar, in a similar way to that in which they can search the physical file at the registry.

This service is also offered for Private Foundations, Limited Partnerships, Limited Liability Partnerships, Trade Marks and Patents. The electronic file will remain available on their e-Shelf allowing for further consultation for a period of 30 days.

viii) **e-Monitoring service** – this is a system of notification via automated email which is available to all holders of a web account with Companies House with a current subscription. The system sends an automated email notification to its users, in relation to any company or companies that they have chosen to monitor, in each of the following circumstances:

- 30 days prior to the filing deadline of the annual return of a monitored company;
- 30 days prior to the due date for filing the annual accounts of a monitored company;
- When any document is filed for a monitored company; and
- When the status of a monitored company changes (e.g. strike-off or liquidation proceedings commenced, struck off, liquidated, ceased, etc.).

A more detailed description of this service is provided in our e-Monitoring Guidance Note 35, on our website, which includes the fees applicable for using this service.

ix) **Personal folder:** all electronic purchases made by the user, which will remain available for a period of 30 days.

x) **e-Filing:** is an additional optional service offered by the e-Registry. Please refer to the section of this guidance note entitled "e-Filing" for more details.

How much does the e-Registry service cost?

The e-Registry is a subscription service. The subscription fee is £10 per month. Electronic copies of documents, profiles, etc., acquired using this service will carry an additional charge, as per our Table of Fees (Guidance note 19).

Note: it is important to have a balance of at least £10 in your account which will be deducted every month to avoid disruption of this service.

How do I top-up my account?

Monies can be deposited:

- Via Bank Transfer.
- Via Credit / Debit Card - using the form available in the following link:
<https://www.companieshouse.gi/publications/paymentform.pdf>

How do I apply?

To access the e-Registry service, users must have both a deposit account and a web account with Companies House Gibraltar. Please refer to Opening an Account with Companies House (Guidance note 3) for further details.

e-Filing Service

What is e-Filing?

e-Filing is an optional service offered via the e-Registry. Companies House Gibraltar's e-Registry allows for various documents of Gibraltar companies to be filed electronically by the company's Directors or Secretaries once they have applied for a UID (Unique Identifier). The documents will then be automatically validated and stamped electronically to form part of the records of the company. These will then become available for download within 24 hours.

Who can file electronically?

Active Directors or Secretaries of the Company will be able to file electronically for it. To do so, however, they will need to have opened the following accounts with Companies House:

- Deposit Account;
- Web Account; and
- UID.

What is a UID?

A UID (Unique Identifier) is given to a Director or Secretary of a Gibraltar company who applies for e-Filing. They will need to use their UID and an authentication password in order to access the e-Filing platform.

How do I access the e-Filing platform?

In order to access the e-Filing platform:

- i) log into e-Registry Online Services with your Web Account username and password; and
- ii) log into e-Filing Platform with your UID and password.

This is a dual login system which affords users an added level of security.

What if the Director or Secretary is a corporation and not an individual?

If the Director or Secretary is a corporation, then an authorised person from that corporation must apply for a UID for that corporation.

There is a specific form to apply for a UID in such circumstances. This can be found in the e-Registry section of Companies House Gibraltar's website and is called Application for e-Filing and UID number by a Corporate Entity - FORM UID1A

Accounts Filing for Accounting Professionals.

Accountants may register with us to obtain their own UID which will enable them to file accounts electronically on behalf of their clients. For this, the accounting professional will need to provide us with a letter confirming the names and registration numbers of their clients' companies. As an additional safeguard, once this information has been processed by us, the secretary of each of the accountant's client companies will receive an email notification explaining that the company's accountant has registered with Companies House Gibraltar to file accounts electronically on behalf of that company.

Can various UIDs be used under one Web Account?

A single web account may be used by a group of companies and/or individuals, if they each have their own UID, and also have the necessary credentials to log in to the web account (see section of this guidance note entitled "How do I access the e-Filing platform?").

What documents can be filed electronically?

The following documents can be filed using the e-Filing service:

- i) Annual Accounts;
- ii) Notice of any change of Registered Office;
- iii) Particulars of Directors, Managers and Secretaries and of any change therein;
- iv) Annual Return;
- v) Any Resolution / Any Special Resolution (*for the purpose of notification only, not requiring any modification to the share capital, company name or memorandum and articles of association*);
- vi) Strike Off Application;
- vii) Strike Off Withdrawal;
- viii) Notification that the company is a Collective Investment Scheme;
- ix) Notification that the company has ceased to be a Collective Investment Scheme;
- x) Declaration of Non-profitability; and
- xi) Document Upload.

Where can I find more detailed technical information regarding the e-Registry and e-Filing?

For a more technical overview, please refer to our guidance note number 40: e-Filing Technical Notes.

Guidance only

This note is 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 not covered by this guidance note, we recommend that you contact us.

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