



GUIDANCE NOTE 40

e-Filing Technical Notes

Updated December 2025

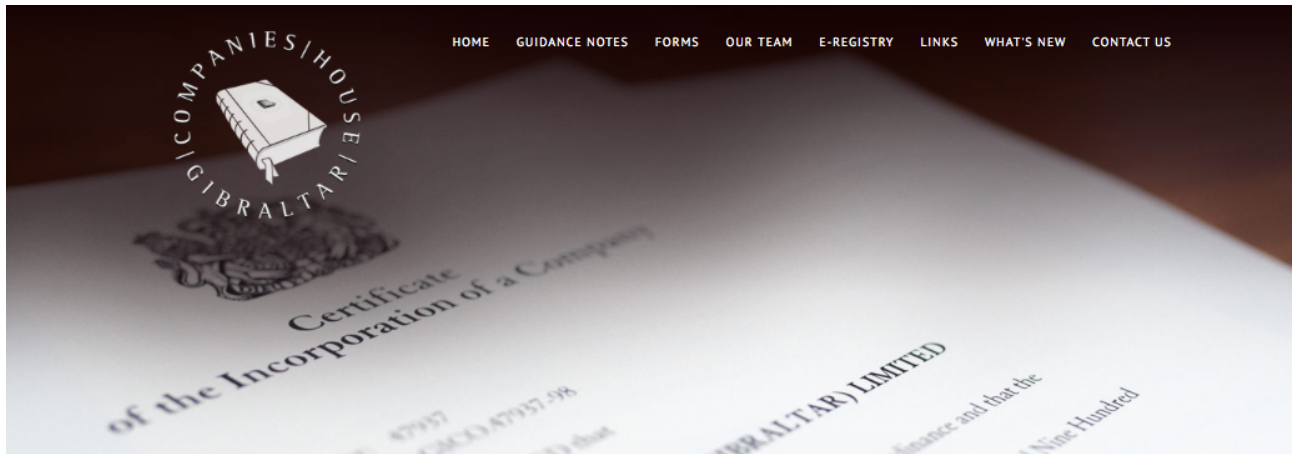
Introduction.

This guidance note provides a practical guide to users of Companies House Gibraltar's e-Filing service. To gain access to this and other online services offered by us, you will first need to create an account with Companies House Gibraltar. Guidance Note 3 – Opening an Account with Companies House explains how to do this.

How do I log into the e-Filing platform?

Once you have a web account and a unique identifier (UID) you will be able to access the e-Registry's e-Filing section in the following way:

Log in to the e-Registry by clicking on the "Secure Login" button:



e-Registry

Scanned Documents Available for Download:

1153779

[SECURE LOGIN](#)

[CREATE AN ACCOUNT](#)

How to Request Company Information?

[Company Searches](#)

[Company Profiles](#)

[Certificates of Good Standing](#)

This will take you to a new page in which you will need to input the username and password, which were set when you opened your Web Account (not your UID):



e-Registry

Login

Username:


Password:

LOG IN

[Reset Password](#)

[Create an Account](#)


When you have logged in, you will see the e-Registry Home Page. At the bottom of this page, you will see an e-Filing log in button. Click on this button to log in:



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CHGL TESTING ACCOUNT | Balance: £0

e-Registry Home My Account Logout



Welcome CHGL TESTING ACCOUNT to the Companies House e-Registry

The name search facility will enable you to check for the availability of names and / or download various documents from our records.

Search

Enter Name or Number to Search For:

SEARCH

Noticeboard

[5th Supplement to the Gibraltar Gazette](#)
[7th Supplement to the Gibraltar Gazette](#)

e-Filing

LOG IN

You can now file **any of the following** documents electronically:

- Annual Accounts
- Notice of Change of Registered Office
- Particulars of Directors, Managers, and Secretaries
- Annual Returns

You will then need to input your UID, which was emailed to you when you signed up for the service, and the authentication password that was sent to you. Note that for security purposes you should change your authentication password after the first time you log in to the e-Filing platform. Please also note that the email address associated with your UID must be used to reset your password.

Your password must meet the following criteria:

length at least as long as 8 characters (20 max)

has at least 1 Special characters. **Important: @ % # not allowed**

has at least 1 Uppercase

has at least 1 Lowercase

has at least 1 Number




e-Filing Login

UID:

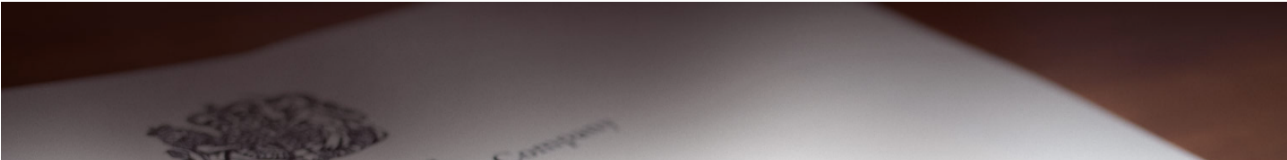
Password:

[Reset Password](#)

Once you have successfully logged in, you will see a list of companies in which you appear as an active director or secretary:

HOMEGUIDANCE NOTESFORMSOUR TEAME-REGISTRYLINKSWHAT'S NEWCONTACT US

eFiling Testing Limited | Balance: £0
e-Filing HomeLogout



e-Filing Home

Welcome eFiling Testing Limited

Below you will find a list of your relevant companies. Click on any of them to start e-Filing.
If they are not shown, please try searching for them or use the page navigation below.

Search
Enter **Name** or **Number** to Search For:

SEARCH

SHOW ALL

Page 1 of 1

MONITOR ALL

Company Name	Incorp. No	Monitor
<u>eFiling Testing Limited</u>	<u>112122</u>	<input checked="" type="checkbox"/>
FIRST eFILING TEST LIMITED	77648	<input type="checkbox"/>
SECOND eFILING TES LIMITED	77822	<input type="checkbox"/>

CONFIRM SELECTION

These are the companies for which you should be able to file documents. Please contact us if any company that you are a director or secretary of does not appear on your list.

There may be some companies on your list which are not underlined and cannot be accessed. This could be for various reasons, such as the records of the company being out of date, the company being pending to be struck off, or the company being in the process of being re-instated and therefore ineligible for e-Filing. If in doubt, please contact us for further information.

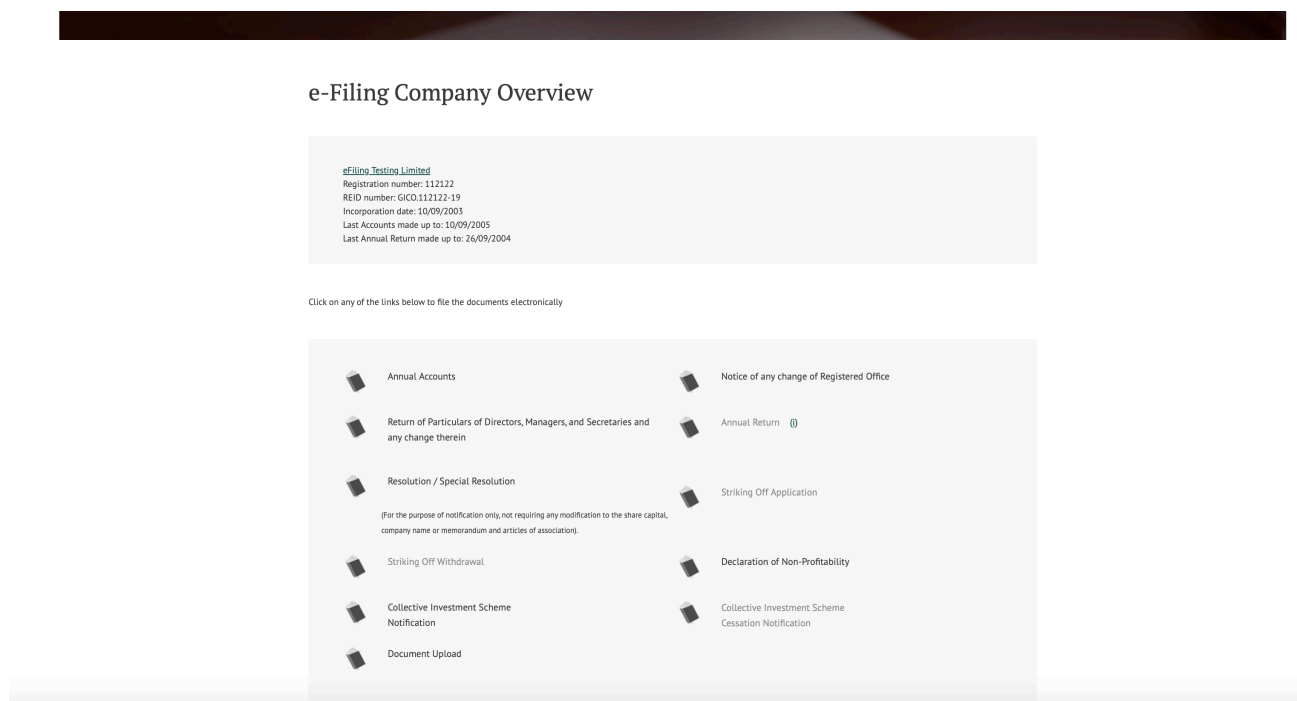
Note also that you will be able to e-Monitor any or all the companies on your list. For more information on Companies House Gibraltar's e-Monitoring Service please read Guidance Note 35 on e-Monitoring.

Summary:

- Log in to the e-Registry online services with your web account username and password.
- Log in to the e-Filing platform with your UID and password.

How to e-File documents.

When you click into a company, you will see the company overview page with the documents available for e-filing:



To file a document, click on the type of document that you wish to file and follow the onscreen steps.

What technicalities should I be aware of regarding the e-Filing of each type of document?

Annual accounts, any resolution, any special resolution, and document uploads require OCR'd (searchable pdfs) to be uploaded. All other document types that can be filed via the e-Filing platform will be created by the system based on the information and dates that you enter.

Annual Accounts:

Annual Accounts must be filed in sequential order (e.g., 2022, 2023, 2024, etc). Annual Accounts must be uploaded in .pdf format. ***Please ensure that the uploaded scanned .pdf is signed by the director(s).*** This must be OCR'd (searchable pdfs). If this is not the case, the system will reject the e-Filing with the following error: *"Sorry, this document does not meet the criteria for online filing of Accounts"*.

If there has been a ***Change in Accounting Reference Period***, the next set of Accounts cannot be filed via the Accounts module but may be filed via the Document Upload module.

Notice of Registered Office:

Only one Notice of any Change of Registered Office may be filed at a time for a single company. The date of the change cannot be prior to the last similar document on file, or prior to the last Annual Return filed.

Particulars of Directors:

Multiple changes, appointments and terminations can be made in a single session (***before you accept and file***). Once a document is filed, however, you will not be able to file another document of the same type until the first one is processed 24 hours later. The date of the change(s) cannot be prior to the last document of the same type on file, or prior to the last Annual Return. ***The e-filer resignation cannot be prior to the date on which the filing is being submitted (i.e., today's date).***

Annual Return:

Multiple changes, appointments and terminations can be made in a single session (you may submit a Particulars of Directors and Secretaries and a Notice of Registered Office from within the Annual Return filing, and the system will create multiple documents for filing based on the information you modify and the dates you enter). Once a document is filed, however, you will not be able to file another document of the same type until the first one is processed 24 hours later. The date of the change(s) cannot be prior to the last document of the same type on file, or prior to the last Annual Return filed. If there have been changes to the shareholding and/or share capital since the date of the last Annual Return, you will not be able to file the Annual Return via the Annual Return module, but instead this may be filed via the Document Upload module. Collective Investment Schemes cannot file Annual Returns electronically.

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):*

Resolutions must be uploaded in .pdf format. These must be OCR'd (searchable pdfs). If this is not the case, the system will reject the e-Filing with the following error: *"Sorry, this document does not meet the criteria for online filing of Any Resolution / Any Special Resolution"*.

When submitting a resolution in writing by the members, the secretary's statement must be included as part of your resolution .pdf document.

Strike Off Application:

Other **e-Filings will not be allowed** for any company pending to be struck off **one week before the due date of the final striking off notice**.

Strike Off Withdrawal:

This document can only be filed if a company is pending strike-off by request.

Notification that the company is a Collective Investment Scheme:

This document can only be filed if a company is not a Collective Investment Scheme.

Notification that the company has ceased to be a Collective Investment Scheme:

This document can only be filed if a company is a Collective Investment Scheme.

Declaration of non-profitability:

Declarations of non-profitability must be filed in sequential order (e.g., 2022, 2023, 2024, etc). Declarations of non-profitability must be uploaded in .pdf format. These must be OCR'd (searchable pdfs). If this is not the case, the system will reject the e-Filing with the following error: *"Sorry, this document does not meet the criteria for online filing of Declaration of Non-profitability"*.

Note: Once a document has been processed, 24 hours after its submission, a copy of the e-Filed document will be emailed to the user. Copies of uploaded documents (i.e., Annual Accounts, Any Resolution / Any Special Resolution and Declaration of non-profitability) will not be sent to the user, as these documents will have been originally uploaded by the users themselves. Users will also receive an e-Receipt for their e-Filings.

Document upload:

The e-filer will provide confirmation of who has signed the document being submitted. This will also allow us to accept any document that has been signed electronically, as we will be able to ascertain who is submitting the document and obtain their confirmation that the document being submitted has been signed by the person named as signatory therein.

The system will also perform preliminary checks on documents being uploaded to ensure these meet the required standards. This will help avoid delays due to documents being submitted that do not meet the necessary criteria.

Users of this service will need to ensure that:

- Documents are OCR'd PDFs. JPEGs, or photos and other image formats will not be accepted.
- The OCR'd PDF is of good legible quality; and
- Each document is sent as one OCR'd PDF file (e.g., all pages of an Annual Return must be in one PDF file). Multiple PDFs for the different pages that constitute one document will not be accepted.

It is important to note that the fee for filing any document using the document upload module will be deducted from the user's normal account, not from the user's web account.

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 in this guidance note we recommend that you contact us.

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