



Application for the Registration of a Business Name by a Firm

As required by Section 3 of the Business Names Registration Act to be delivered to the Registrar within 14 days from of commencing to carry on such business

Registration Fee - £20

Proposed Business Name

IMPORTANT INFORMATION

REGISTERING A BUSINESS NAME IS DIFFERENT TO REGISTERING A COMPANY. A company, once registered, is a separate legal entity in itself; a business name is simply a name used by individuals or companies to trade under, as an identity.

Every Business Name must submit an Annual Statement of Particulars Form (Annual Return) at least once a year. The fee for lodging an Annual Return in time is £15.00. The lodging of an Annual Return after 30 days from its due date, or a substitution of an Annual Return after the due date for filing, carries a fee £30.00.

The Office of Fair Trading will not grant a Business Licence to any business that operates from a residential Government premises, or from non-Governmental premises under which the terms of the title deeds restrict commercial activities to be carried on from such premises and therefore no Business Name will be registered where it states that it operates from such an address.

It is the responsibility of the applicant to ensure that the address used in their application is suitable and as part of their application they will be required to sign a confirmation to this effect; Therefore, it is crucial that the applicant ensures that the address used in their application for registration of the Business Name is not a residential Government premises.

Together with the completed application form the applicant must submit:

- **Proof of identity of all the applicants (if individuals – I.D. cards or passports, if corporate entities not incorporated in Gibraltar, a certified copy of the Certificate of Incorporation (or equivalent) and evidence of Good Standing.**
- **Proof of addresses of all the applicants (e.g. a recent utility bill – not more than three months old).**
- **Proof of 'right to use' the address where business is stated to be located or trading from (e.g. utility bill, a lease or tenancy/rental agreement or a letter from the persons in control of that address authorising the use of their address for commercial purposes).**

For further information please refer to our [Guidance note No. 27.](#)

Presented for registration by

Name _____

ID Card / Passport _____

Address _____

Tel No: _____

Email _____

For CHG office use only

Proof of business address ☐

Proof of applicant's address ☐

Proof of applicant's identity ☐

Verified by _____

To: The Registrar of Business Names
Companies House Gibraltar
1st Floor, The Arcade
30-38 Main Street
P.O. Box 848
GX11 1AA
Gibraltar

Business Names Registration Act

Section 3(a) and (c)

FORM R.B.N. 1A
£20 filing fee

APPLICATION FOR REGISTRATION BY A FIRM

(Insert name of firm)

_____ hereby
apply for registration under the provision of the Business Name Registration Act, and for that
purpose furnish the following statement of particulars:

(1) Business Name

(2) The general nature of business

(3) The principal place of business

(4) The date of commencement of
the business

(5) Any other business name or
names under which the
business is carried on

	1	2	3	4	5
(6) The present Forename or names and surnames, of every individual who is – and the corporate name of every corporation – a partner in the firm See Note B					
(7) Any former Forename or names, or surname of every individual partner in the firm See Note C					
(8) The nationality of every individual in the firm					
(9) The nationality of origin (if other than the present nationality) of every individual in the firm					
(10) The usual residence of every individual who is – and the registered or principal office of every individual partner in the firm					
(11) The other business occupation (if any) of every individual partner in the firm.					

Signature **See Note A**

Signature

Signature

Signature

Signature

Name

Name

Name

Name

Name

Date

Note A This statement must be signed in all cases by:- (1) by some individual who is a Partner, or (2) by a Director or the Secretary of some corporation which is a Partner

Note A. This Statement must be in all cases be signed either :-

(a) by all the individuals who are Partners and by a Director or the Secretary of each Corporation which is a Partner, or

(b) (1) by some individual who is a Partner, or (2) by a Director or the Secretary of some Corporation which is a Partner;

and in either of the cases (b) (1) and (2) must be verified by a Statutory Declaration made by the Signatory.

This Statement, when signed, must be sent by post or delivered to the Registrar within fourteen days of commencing to carry on such business, and where the signature of the Statement is required to be verified by Statutory Declaration, the Statutory Declaration must be sent or delivered with the Statement..

Failure without reasonable excuse, to furnish the required Statement of Particulars within the time specified will, in addition to any disability imposed by the Act, entail liability on conviction to a fine not exceeding £5 for every day during which the default continues. Any Statement which contains any matter which is false in any material particular to the knowledge of any person signing it will entail liability on conviction to imprisonment, with or without hard labour, for a term not exceeding three months or to a fine not exceeding £20, or to both such imprisonment and fine.

Where the individual applying for registration carries on the business wholly or mainly as Nominees or Trustee of or for another person or other persons as a corporation, or acts as general agent for any foreign firm, the additional particulars specified in the Form R.B.N. 2a must also be furnished on such Form and sent by post or delivered to the Registrar in manner and within the times before specified.

Note B. Section 2 of the Act provides as follows:- “ ‘Christian name’ includes any forenames.” “In the case of a peer or person usually known by a British title different from the surname, the title by which he is known shall be substituted in this act for his surname.”

Note C. “Reference in this Act to a former name or surname shall not, in the case of natural-born British subjects, include a former Christian name or surname where that name or surname has been changed or disused before the person bearing the name had attained the age of eighteen year; and, in the case of a married woman, shall not include the name or surname by which she was known previous to the marriage.”

IMPORTANT NOTE:

All businesses are required to register with the Business Licensing Authority within the Office of Fair Trading Department (the “OFT”), and may also require a Business Licence.

The need for a Business Licence will be confirmed by the Business Licensing Authority.

All businesses need to have a principal place of business in Gibraltar; however, some businesses can apply for a premises waiver to the Business Licensing Authority.

Please refer to the Business Licensing Authority website for further information and guidance. <https://oft.gov.gi/business-licensing-requirements>.

Confirmation of business address. Please complete either Section A or B below, as applicable.

Section A – Business requires premises from which to operate.

It is important to note that the OFT will not authorise or grant a Business Licence to any business that operates from a residential Government premises, or from non-Governmental premises under which the terms of the title deeds restrict commercial activities to be carried on from such premises. Therefore, no Business Name will be registered where it states that it operates from such an address.

I confirm that the address that I have provided in my application for registration / renewal of a business name as the “principal place of business address” is not a residential Government premises, or a non-Governmental premises under which the terms of the title deeds restrict commercial activities to be carried on from such premises.

Signature: _____

Full name: _____

Date: _____

Section B – Business does not require premises from which to operate (premises waiver).

If the nature of your business does not require premises from which to operate you may apply for a premises waiver to the Business Licencing Authority and give instead your postal address.

I confirm that I will be applying for a premises waiver and that the postal address for the business will be the following:

Signature: _____

Full name: _____

Date: _____