



## Important Notice

1<sup>st</sup> October 2018

### **Requirements as to Form of Documents Delivered**

Over the past few years, Companies House Gibraltar ("CHG") has been undertaking the task of digitising all documents delivered to the Registry under the Companies Act. There are currently well over 1,200,000 documents that have undergone the process of being digitised. These documents, which include all accounts filed for all Gibraltar-registered companies, are available for online consultation, purchase, and download from CHG's e-Registry.

The e-Registry also offers users the possibility of filing company documents electronically via the e-filing platform. This system eliminates the need for further processing, including for the purpose of converting documents into digital form. It also has the added advantages of granting the user access to CHG 24/7, enabling the filing of documents remotely, and also of virtually eliminating document rejections, as the system performs automated checks during the filing process that ensure the most common reasons for causing a document to be rejected are avoided. This is one reason why we strongly advise companies that have a large volume of documents or documents that are of a non-standard format (as will be further explained in this notice) to file on an ongoing basis to take advantage of CHG's e-filing platform.

The task of scanning the large number of company documents filed with CHG via the traditional paper-based method, though partially automated, is still a time consuming one. Added to this, the form in which certain documents are presented does nothing to facilitate the scanning operation. In particular, any document delivered for filing that is not in a standard A4 size, exceeds the average length of documents filed, or is bound in the form of a booklet or brochure, hampers the process of digitisation by making it more laborious. Lengthy documents that are delivered for filing have the obvious effect of slowing down the imaging process (they take longer to scan), but they also have a negative impact on the life expectancy of CHG's scanning equipment, and also require additional space for storage both in physical and electronic form.

Section 422.(2)(b) of the Companies Act 2014 stipulates that the Registrar of Companies may impose requirements for the purpose of enabling any document delivered to him to be scanned or copied. Therefore, as from the 1<sup>st</sup> November 2018, CHG will require that any hard copy document delivered to the Registry for filing must be stapled together or otherwise securely fastened in such a way as to ensure the integrity and completeness of the document is preserved,

whilst allowing for easy removal of the means by which the document is held together. Documents should be printed on white A4-size paper.

Any document delivered for filing that does not conform to these requirements, particularly documents of an irregular size (meaning other than A4 size), or in the form of a pamphlet, booklet, or brochure, bound or held together permanently or in any way that hinders the scanning process, will also need to be provided in digitised form. This may be done by submitting the digital copy of the non-standard document either in a USB flash drive or via WeTransfer (available on the following link <https://wetransfer.com>). Please add [eregistry@companieshouse.gi](mailto:eregistry@companieshouse.gi) as the recipient if using WeTransfer). Failing this, the non-standard document will be rejected to allow the presenter of the document to ensure conformity with the standards set by CHG. These same requirements will also apply to any document that exceeds average document length. Rejected documents may then be resubmitted within 3 months from the date of first submission without incurring any additional charge.

The digitised copy of any non-standard or above average length document delivered for filing with CHG will be acceptable only if it is an OCR'd copy (i.e., a copy with searchable text) in Portable Document Format ("pdf"), in black and white, and of a sufficiently good quality (at least 300 dots per inch) for the content to be clearly visible with all text being clearly legible, and capable of being printed out to produce a good quality print reproduction of the original. We would recommend, if in doubt, that you contact the Registry to ensure that the pdf being provided complies with the standards required by CHG.

CHG continues to make every effort to improve and update its service. Inevitably, this occasionally results in changes to the way the Registry operates and has an effect on particular requirements. CHG always endeavours to take into consideration the impact on its stakeholders of any change and strives to give adequate notice of any such change. The information provided in this notice should be sufficiently clear to enable users of the Registry to comply with CHG's simple and reasonable request, but should you have any doubts regarding this issue, please contact a member of the CHG team who will be able to address your concerns.