



COMPANIES HOUSE | PRESS RELEASE

13th March 2020

Coronavirus (COVID-19) – Precautionary measures adopted by Companies House Gibraltar.

Companies House Gibraltar (“CHG”) hereby informs its service users that it will be taking precautionary measures against the spread of coronavirus (COVID-19) with effect from **Monday 16th March 2020**. These measures are in accordance with advice of Gibraltar’s public health professionals and HM Government of Gibraltar regarding COVID-19, and more particularly, in relation to the operation of public counters.

CHG wants to continue to provide the public with its normal high standard of service but will be taking the necessary hygiene measures to protect its clients and staff.

Our counters will remain open, however, in an attempt to avoid having members waiting in the public areas of CHG, a drop-off and collection counter will be set up at the entrance and will operate **between the usual times of 10:00am to 3:00pm**.

General enquiries

Clients are encouraged not to attend our offices for general enquiries. Most queries can be answered by visiting our website and consulting the information that is available there.

All Statutory forms and service request forms are available for download from the following link: <http://www.companieshouse.gi/forms.html>.

Our Guidance Notes can be downloaded from the following link: <http://www.companieshouse.gi/CircSel1>.

For any enquiries, not covered by our existing Guidance Notes, please email one of the following addresses, based on the nature of your particular enquiry:

Request for copies of documents – search@companieshouse.gi

Profiles – profile@companieshouse.gi

Processing of payments for filing, general cashier enquiries – cashier@companieshouse.gi

Certificates of Good Standings – goodstanding@companieshouse.gi

Business name registrations & company incorporations – reception@companieshouse.gi

e-Services – registry@companieshouse.gi

All other general enquiries – mail@companieshouse.gi

Our staff will not be meeting clients face-to-face, so as to minimize person-to-person contact. We also encourage our clients to restrict the number of visits to our offices in person and to limit the time they spend in attendance.

Documents left at the Drop-off & Collection Counter will be charged during the course of the day by our back-office staff with the corresponding receipts following by email.

Payment methods.

CHG table of fees is available from our website - <http://www.companieshouse.gi/publications/C0019.pdf>.

Filing fees must be paid in the usual manner, that is, by:

1). Account debit (for Registry account holders only). Authorisation to debit an account must be sent by email to cashier@companieshouse.gi

2). Bank transfer to the following account:

Name of Bank:	Jyske Bank (Gibraltar) Limited
Address of bank:	76 Main Street, Gibraltar
Account number:	05137541
Sort code	405178
IBAN:	GI17JYBA513754GBP253801
Swift Code:	JYBAGIGI

Please quote a clear reference/description on the transfer order and send an email to cashier@companieshouse.gi with the same reference and an explanation of the purpose for which the transfer of funds is being effected.

Please note that the payee must pay any bank charges.

3). Credit/Debit Card – documents delivered must be accompanied with our Credit/Debit Card Payment Form, which is available online on the following link: <https://www.companieshouse.gi/publications/paymentform.pdf>.

4). Cheque (made out to Companies House Gibraltar).

Please note that cash payments will not be accepted until further notice.

eServices including searches

There are approximately 1.3 million scanned documents available for consultation via our e-Registry platform.

eSearches are available for all active Gibraltar companies and business names and the service is in the process of being extended to all other registries. These may be conducted remotely from any location, as may be required in the current environment.

Should any document not be available online, please email us and we will make it available within three working days.

Users who are not already subscribed to our e-Services are encouraged to subscribe, as searches of public records in hardcopy will unfortunately not be available until further notice. In the meantime, should you require a copy of any document, or a full and complete copy of any file, you may email us a request. This will be sent to you by email.

For more information on our eServices please visit our website - <http://www.companieshouse.gi/login.html>.

CHG will continue to monitor the COVID-19 situation and, if necessary, revise the precautionary measures and procedures, in line with any official guidance and advice received. For the latest information and updates follow us on [Facebook](#) and [Twitter](#).

We thank you for your understanding and co-operation in this matter.