



COMPANIES HOUSE | PRESS RELEASE

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Roll-out of new e-filing module

Subscribers to our e-filing service will as from tomorrow be able to upload documents for filing via the e-filing platform. Any subscriber to Companies House Gibraltar's e-filing service will automatically be able to also access the new document upload module without having to apply separately for this service. Users who file via the new module will find the process very similar to that used until now for the e-filing of annual accounts.

Uploading documents via the new e-filing document upload module has several advantages. It will enable us to identify the person presenting the document with greater certainty than is possible with email filing. 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 new 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/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 pages/PDFs for the same document will not be accepted.

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

Any person who is not already a subscriber or web account holder and is interested in accessing the e-filing service should consult the information available on our website on the following link: <https://www.companieshouse.gi/create-account.html>

Existing CHG web account holders will only need to request a unique identifier ("UID") number from CHG by completing and submitting one of the UID application forms below:

- [Application for e-Filing and UID number by a Corporate Entity - FORM UID1A](#)
- [Application for e-Filing and UID number by an Individual - FORM UID2A](#)

The applicant will need to be either a director, secretary or authorised person of the company (in the case of the applicant being a corporate entity) in order to be able to file electronically for that company.

With the implementation of this additional service, documents to be filed with CHG may therefore now be delivered to us in any one of the following ways:

- via the e-filing platform;
- sent by email to filings@companieshouse.gi;
- dropped-off at our counter between 10:00hrs and 15:00hrs, Monday to Friday; or
- posted to our address.

The temporary email filing service will continue to be available for the time being, but will gradually be phased out, except for the filing of any document that cannot be submitted via the new e-filing module (e.g., applications to register new companies, business name forms, etc.) and until further review.

Documents delivered to our drop-off counter, or sent by post, will continue to have to be accompanied by a duly completed account debit or payment authorisation form.

For further information on e-filing, the e-registry, general guidance and information, and access to all our statutory forms, please visit our website – www.companieshouse.gi. For the latest information and updates follow us on Facebook and Twitter.