



## Search Request Form

Name of Company required	
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Registration Number (if available)	
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Please Tick

Would you like to carry out an <b>Electronic Search</b> of the company's file at the registry?	<b>Fee = £10.00</b>	
Would you like to carry out a <b>Personal Search</b> (viewing of hard copy) of the company's file at the registry?	<b>Fee = £22.50</b> (Personal Search Fee £20.00 plus £2.50 handling fee)	
I only require copies of documents filed at the registry for the above-mentioned company. No search required.	<b>First certified copy of any document is £20.</b> <b>Each certified copy thereafter (for the same company) is £15.</b>  <b>First non-certified copy of any document is £15.</b> Each non-certified copy thereafter (for the same company) is £10.	

Please Tick	Document(s) required	Certified? Yes / No
<input type="checkbox"/>	Certified copy of the originally signed Certificate of Incorporation	-
<input type="checkbox"/>	Electronic copy of the Certificate of Incorporation	-
<input type="checkbox"/>	Certified copy of the Certificate of Change of Name (if applicable)	-
<input type="checkbox"/>	Memorandum of Association [original/latest]	
<input type="checkbox"/>	Articles of Association (if available) [original/latest]	
<input type="checkbox"/>	Accounts /Abridged balance sheet [dated ____/____/____]	
<input type="checkbox"/>	Annual Return [dated ____/____/____]	
<input type="checkbox"/>	Particulars of Directors, Managers, and Secretaries and of any Change Therein [dated ____/____/____]	
<input type="checkbox"/>	Return of change in the Members, and of any change therein [dated ____/____/____]	
<input type="checkbox"/>	Return of Allotment of Shares [dated ____/____/____]	
<input type="checkbox"/>	Copy of the all documents available filed from 1993 to present  <b>Price: Certified - £75 / Non-Certified - £55</b>	
<input type="checkbox"/>	Copy of historical archive (1932 to 1993) (if applicable)  <b>Price: Certified - £75 / Non-Certified - £55</b>	
<input type="checkbox"/>	Copy of all documents filed  <b>Price: Certified - £120 / Non-Certified - £80</b>	
<input type="checkbox"/>	Other (please specify)	

<b>Copies will be collected from the Registry</b>	Yes / No
<b>Please send me the (non-certified) copies by email to the following email address</b>	
<b>Please send me the copies by Registered Mail to</b> <small>(An additional £6 fee to cover registered mail charges will apply for copies of documents sent by post.)</small>	

**NOTE: Please send by email the duly completed form to: [search@companieshouse.gi](mailto:search@companieshouse.gi).**

## Payment details:

Please tick one of the following payment options:

I wish to pay for this request by:

CHG Deposit Account

Please state your CHG Deposit Account No. \_\_\_\_\_

Note: By ticking "CHG Deposit Account" you are authorising Companies House Gibraltar to debit your Debit Account with Companies House Gibraltar for the total amount payable for this request.

Credit Card

A payment link will be sent to the email address provided in the "contact details" section below.

Note: A 2% surcharge will apply on Credit Card payments

Debit Card

A payment link will be sent to the email address provided in the "contact details" section below.

Bank transfer

See bank details below:

Name of Bank: Trusted Novus Bank (Gibraltar) Limited  
Address of bank: 76 Main Street, Gibraltar  
Account number: 05137541  
Sort code: 405178  
IBAN: GI78 TNOV 0000 0513 7540 001  
Swift Code: TNOVGIGI

## Contact details:

Name of person making the request

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Email address

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Telephone number

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### Registry Contact Details:

Companies House Gibraltar  
1<sup>st</sup> Floor, The Arcade  
30-38 Main Street  
PO Box 848  
Gibraltar

Tel: +350 200 78193

Fax: +350 200 44436

[mail@companieshouse.gi](mailto:mail@companieshouse.gi)

[www.companieshouse.gi](http://www.companieshouse.gi)