

# Companies House

## Checklist

# Companies House

## Overview

Companies House is the official public registry of companies in the UK. It also keeps data for certain other corporate entities including limited liability partnerships.

Companies House is an Executive Agency of the Department for Business, Innovation and Skills.

The United Kingdom's company registration system dates back to 1844, when the first public registration system for companies was introduced.

The principal law governing modern company registration matters is set out in the Companies Act 2006 and associated regulations.

## Checklist

- The main functions of Companies House are to:
  - incorporate and dissolve companies;
  - examine and store company information delivered under the Companies Act 2006 and related legislation; and
  - make this information available to the public.

## Procedure

- Companies House publishes a range of guidance on its website including general guidance intended to assist companies in complying with their public filing and reporting requirements and statements about major policy changes or changes to Companies House practices.
- The level of electronic communications between companies and Companies House is extremely high, with very few items now being filed in paper form. Significant differentials have been introduced, so that the statutory fee attaching to the paper equivalent item is significantly higher than the fee attaching to that item if it is filed by electronic means (e.g. the statutory incorporation fee and the confirmation statement fee).

## Filing requirements

- Company filing obligations arise from legislation, mainly the Companies Act 2006 and associated regulations. Where a company is being wound up, particular additional filing obligations arise under the insolvency legislation (whether the winding up is a solvent or an insolvent winding up).

### Proper delivery

- To comply with a filing obligation a company must meet the requirements of 'proper delivery'. A properly delivered document is one that meets all the requirements of the Registrar's Rules and the legislation under which it is delivered.
- In particular a document is properly delivered when:
  - it contains all the information required by the legislation;
  - it meets the legislative and Registrar's Rules requirements as to form (it is in the right format for that item in paper or in electronic form) and it can be scanned or copied;
  - it has been authenticated and includes the company name and number (where required);
  - it has met any applicable requirements for delivery (e.g. if it has been sent electronically it is a type of document and in a format that the Registrar of Companies can accept electronically);
  - it complies with any language requirements and/or is accompanied by a certified translation if the document is not in English;
  - it uses only permitted characters in names and addresses (i.e. characters, letters, symbols);
  - it meets the Registrar's requirements for certification or verification of a document as an accurate or correct copy or translation; and
  - it is accompanied by the correct filing fee (if applicable).

### Registrar's Rules

- The Registrar of Companies has authority to make rules governing certain areas in relation to the filing of documents at Companies House. These rules address matters such as the form, manner of delivery and method of authentication for documents provided to Companies House, whether they are delivered by a company in electronic format or as paper documents.

# Companies House

## Notes

- There is an individual Registrar of Companies for England and Wales, for Scotland and for Northern Ireland. However Companies House operates a combined UK register of companies, so information on a company registered in any of the UK's three jurisdictions can be found on that register.

## More information

- Companies House publishes its annual accounts and report on its website. As well as financial data about the registry's operations this provides a wide range of performance data.
  - [www.gov.uk/government/organisations/companies-house](http://www.gov.uk/government/organisations/companies-house).

