

# Are Your Company Details Displayed Clearly?

As of 20th January, the Companies Act 2006 requires that your company details appear clearly on your website as well as your business letters, cheques, and other documentation.

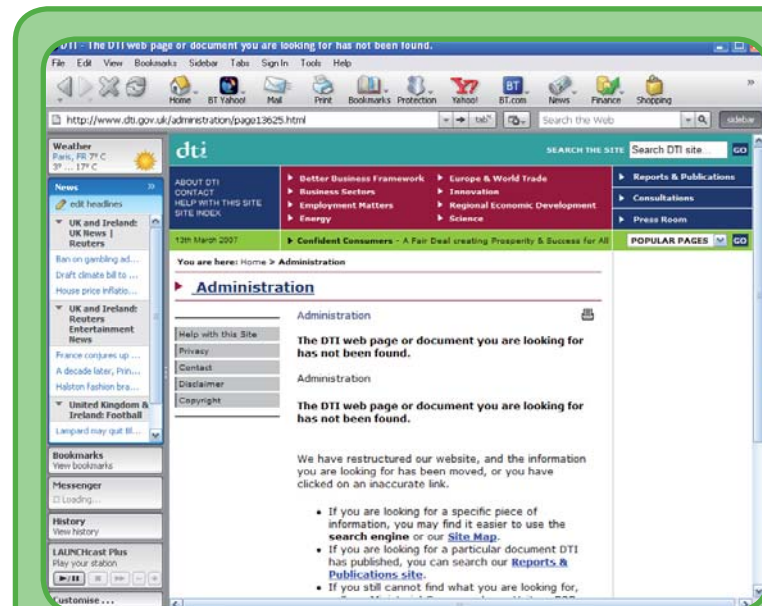
Company information will also need to be shown in more detail on written documents as well as electronic communication in any form. The details required are as follows:

- place of registration and company registration number
- registered office address
- in the case of an investment company, the fact that it is such a company
- in the case of a limited company exempt from the obligation to use the word "limited" in its name, the fact that it is a limited company

Note, all these requirements apply whether the document is in hard copy or electronic format. The new rules do mean however, you will be able to use e-communications (email and websites) to do any of the following:

- communicate with shareholders (subject to their approval)
- investigate who has an interest in your shares
- file all basic documents with company registries
- ask for and receive any documents you wish to inspect

Note, you must continue to communicate on paper with shareholders who express that preference. For further information, see the Department for Trade and Industry (DTI) website: [www.dti.gov.uk/bbf/co-act-2006/index.html](http://www.dti.gov.uk/bbf/co-act-2006/index.html).



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