# THIS DOCUMEN FACTSHEET TO CI



Fact Sheets for the **Company Secretary** 

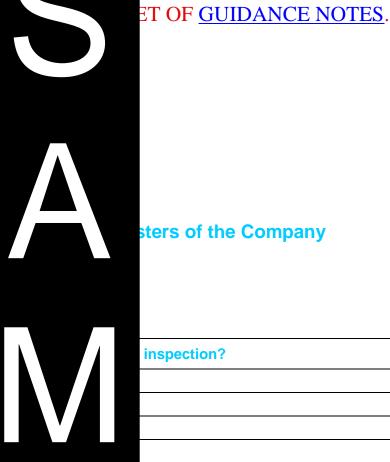
A company needs to keep the f

### Inspection regime for compar

Under the Companies Act 2006 by members and the public. Su unless the company has registe previous fact sheet for details). charge; all other persons must

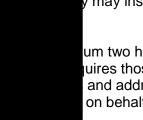
The register must be available 5pm on each working day. The provided with a copy of a regist the information will be used, an information for them.

The company has a 5 day peric provide a copy of the register o thinks the request has been ma access to the register of member of the obligation to fulfil the requ the company's costs. The court made for similar purposes. If th



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**MERGED WITH ANOTHER** 

sters of the Company

#### inspection?

gisters must be available for inspection at the company's registered office Inspection Location' (or 'SAIL' - see y may inspect the register free of

um two hour period between 9am and uires those who wish to inspect or to be and addresses, the purpose for which on behalf of a third party, similar

omply with the request to inspect/ ief from the obligation, if the company se. If the court is satisfied that the per purpose, it will relieve the company t the person who made the request pay npany not to comply with other requests order, or the proceedings are

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discontinued, then the company

Refusal by a company to permi default can be liable. This does comply with the request.

There are two offences in conn to the requirement to provide in recklessly to make a statement a person to disclose to another knows or suspects that the othe proper purpose.

## **Register of members**<sup>1</sup>

The register of members must established, and is subject to th

For small or medium sized com there are software packages av computer, but can be printed ou

# **Register of directors**<sup>2</sup>

The register of directors must b established, and is subject to th

Since the implementation of the address for entry onto the regis service address means an addu director. A director may give the service address may also be th apparent from the public record

The register no longer needs to now have to provide any name the age of 16.

### **Register of secretaries**<sup>3</sup>

The register of secretaries mus established, and is subject to th

As for directors, the address to secretary's usual residential ad may be effectively served on th

- <sup>1</sup> Register of Members (CO.REG.0
- <sup>2</sup> Register Of Directors (Individuals
- Register Of Directors (Corporate) <sup>3</sup> Register Of Company Secretaries Register Of Company Secretaries

ly with the request.

for which every company officer in directed that the company need not

r access to the register. First, in relation r access, it is an offence knowingly or or deceptive. Second, it is an offence for a company's register if that person ormation for a purpose that is not a

office or SAIL if one has been out above.

-leaf book will suffice. Alternatively nable information to be stored on a ord, and for inspection.

ffice or SAIL if one has been out above.

dividual directors can provide a service an the director's residential address. A may be effectively served on the ffice as his or her service address. The residential address, but this will not be

lirectorships held. However, directors erly known for business purposes since

d office or SAIL if one has been out above.

address rather than the company means an address at which documents company secretary may give the

.DUP) DUP) company's registered office as same as the company secretar public record.

# Register of debenture holder

There is no legal requirement to necessary if debentures are iss holders, it can be kept at the re to the inspection regime.

# **Register of charges**<sup>4</sup>

A register must be kept of all ch the company or the undertaking below, copies of the instrument the registered office or SAIL, in

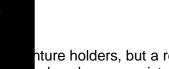
In addition to entry on the comp must be registered with Compa

- a. a charge on land or any periodical sum issuing d
- b. a charge created or evid would require registratic
- c. a charge for the purpose
- d. a charge on uncalled sh
- e. a charge on calls made
- f. a charge on book debts
- g. a floating charge on the
- h. a charge on a ship or ail
- a charge on goodwill or i.

The charges should be notified submitting a copy of the instrum registration is primarily the duty holder or trustee, rather than th

### **Register of directors' residen**

- <sup>4</sup> Register of Charges (CO.REG.07
- <sup>5</sup> Companies House Form Particu
- <sup>6</sup> Register of Directors' Residential





an a charge for any rent or other

which, if executed by an individual,

of debentures.

۱y,



hip,

hin 21 days of their creation, by together with Form MG01<sup>5</sup>. This equently carried out by the debenture

(CO.REG.MG01.DUP) JP)

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s. The service address may also be the it this will not be apparent from the

hture holders, but a register will become does have a register of debenture one has been approved) and is subject

which are created over the property of categories of charge listed at (a) to (i) ust be made available for inspection at al inspection regime.

arges, the following (a) to (i) charges

Since the implementation of the are obliged to keep only needs can be the company's registere directors' residential addresses available for public inspection.



e Register of directors that companies ess for each individual director, which panies must now keep a Register of 's addresses does not need to be