

Companies House An Overview

Companies House is responsible for company registration in Great Britain. It also has a key role in providing information about British companies.

The Companies House main office for England and Wales is located at:

Companies House
Crown way
Cardiff
CF 14 3UZ

They can be contacted by phone on 0870 33 33 636 or by email enquiries@companies-house.gov.uk .

A Limited Company is a separate entity from its shareholders and directors. It is equivalent to a legal person.

It is owned by the shareholders, run by the directors and can employ people.

The Company Secretary is the Official of the company to whom correspondence from Companies House, Inland Revenue, Customs and Excise and any other persons writing to the company, in connection to the company itself (not its trading operations) is directed.

Since 6th April 2008 there is no longer a requirement for a company to have a Company Secretary.

The types of companies who need to register and send returns to Companies House are: -

- Incorporated companies, generally the vehicle to operate small to medium sized organisations
- Public Limited companies used by medium to large companies
- Limited Liability Partnership are set up for the larger professional type practices
- Incorporated Charities being large international style charities

Forming a limited company is not a difficult task and there are a number of specialist companies that offer to sell “off the shelf” Non Traded companies, which will probably need a change of name.

They can also form a new company and check that the Name selected is available for use.

Specialist companies charge a small fee of around £100 and manage the administration on your behalf. We recommend [Duport Associates Ltd](http://www.duport.co.uk) (www.duport.co.uk) who provides a combined register to be completed with all the necessary forms for Companies House. This is in the form of a formation pack, and contains all the necessary documentation to send to Companies house.

- Return of allotment of shares form SH01
- Director and Company Secretary Registration forms AP01-04

And other essential forms: -

- Share transfer forms
- Shareholder Register
- Share Certificates
- Basic legally scrutinised Article of Association and Memorandums.

Further information can be found on the Companies House web site at <http://www.companieshouse.co.uk>.