



Company Disclosure Requirements

Company Name

A company must display its registered name at its registered office, any location at which it carries on business (except where such location is used primarily for living accommodation) and any location at which a company keeps company records available for inspection.

The company's registered name must be positioned so that it may be seen easily by any visitor and the name must be displayed continuously, unless the premises are shared by six or more companies, in which case each such company is only required to display its registered name for at least 15 seconds at least once every three minutes

Company Particulars

A company must also disclose its registered name on all forms of business correspondence and documentation whether hard copy or electronic including, business letters and order forms of the company; its websites; notices; cheques and orders for money or goods signed by or on behalf of the company; invoices, receipts and letters of credit.

In business letters, order forms and websites a company must also disclose the following particulars:

- Its place of registration
- In the case of a limited company exempt from using the word limited in its name, the fact that it is a limited company
- Its registered office
- Its registered number
- Where a company's business letter includes the name of a director of that company (other than in the text or as a signatory) the letter must disclose the name of every director of that company



martineau

Birmingham Office
No.1 Colmore Square
Birmingham B4 6AA

London Office
35 New Bridge Street
London EC4V 6BW

T: 44(0)870 763 2000 F: 44(0)870 763 2001

www.martineau-uk.com

Email: lawyers@martineau-uk.com