



# Companies Act 1985

## 1985 CHAPTER 6

### PART XI

#### COMPANY ADMINISTRATION AND PROCEDURE

### CHAPTER I

#### COMPANY IDENTIFICATION

#### **351 Particulars in correspondence etc.**

- (1) Every company shall have the following particulars mentioned in legible characters in all business letters and order forms of the company, that is to say—
  - (a) the company's place of registration and the number with which it is registered,
  - (b) the address of its registered office,
  - (c) in the case of an investment company (as defined in section 266), the fact that it is such a company, and
  - (d) in the case of a limited company exempt from the obligation to use the word " limited " as part of its name, the fact that it is a limited company.
- (2) If in the case of a company having a share capital there is on the stationery used for any such letters, or on the company's order forms, a reference to the amount of share capital, the reference must be to paid-up share capital.
- (3) Where the name of a public company includes, as its last part, the equivalent in Welsh of the words " public limited company " (" cwmni cyfyngedig cyhoeddus "), the fact that the company is a public limited company shall be stated in English and in legible characters—
  - (a) in all prospectuses, bill-heads, letter paper, notices and other official publications of the company, and
  - (b) in a notice conspicuously displayed in every place in which the company's business is carried on.

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*Status: This is the original version (as it was originally enacted).*

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- (4) Where the name of a limited company has " cyfyngedig " as the last word, the fact that the company is a limited company shall be stated in English and in legible characters—
- (a) in all prospectuses, bill-heads, letter paper, notices and other official publications of the company, and
  - (b) in a notice conspicuously displayed in every place in which the company's business is carried on.
- (5) As to contraventions of this section, the following applies—
- (a) if a company fails to comply with subsection (1) or (2). it is liable to a fine,
  - (b) if an officer of a company or a person on its behalf issues or authorises the issue of any business letter or order form not complying with those subsections, he is liable to a fine, and
  - (c) if subsection (3) or (4) is contravened, the company and every officer of it who is in default is liable to a fine and, in the case of subsection (3), to a daily default fine for continued contravention.