
STATUTORY INSTRUMENTS

1992 No. 3006

COMPANIES

The Companies (Forms) (Amendment) Regulations 1992

Made - - - - - *20th November 1992*

Coming into force - - - - - *1st January 1993*

The Secretary of State, in exercise of the powers conferred on him by the enactments specified in Schedule 1 to these Regulations, hereby makes the following Regulations:

1. These Regulations may be cited as the Companies (Forms) (Amendment) Regulations 1992, and shall come into force on 1st January 1993.

2. In these Regulations—

“the Act” means the Companies Act 1985(1);

“the 1985 Regulations” means the Companies (Forms) Regulations(2).

3. For the purpose of paragraphs 5(b), 6(1)(b) and 7(1) of Schedule 21A, paragraphs 2(b), 3(b) and 12(2) of Schedule 21C, and paragraphs 2(4) and 10(2) of Schedule 21D to the Act, a translation of a document into English shall be certified to be a correct translation—

(a) if the translation was made in the United Kingdom, by—

(i) a notary public in any part of the United Kingdom;

(ii) a solicitor (if the translation was made in Scotland), a solicitor of the Supreme Court of Judicature of England and Wales (if it was made in England or Wales), or a solicitor of the Supreme Court of Judicature of Northern Ireland (if it was made in Northern Ireland); or

(iii) a person certified by a person mentioned in sub-paragraphs (i) and (ii) above to be known to him to be competent to translate the document into English; or

(b) if the translation was made outside the United Kingdom, by—

(i) a notary public;

(ii) a person authorised in the place where the translation was made to administer an oath;

(iii) any of the British officials mentioned in section 6 of the Commissioner for Oaths Act 1889; or

(1) 1985 c. 6, a relevant amending instrument being the Oversea Companies and Credit and Financial Institutions (Branch Disclosure) Regulations 1992, S.I. 1992/3179.

(2) S.I. 1985/854, a relevant amending instrument being S.I. 1990/1766.

(iv) a person certified by a person mentioned in sub-paragraphs (i) to (iii) above to be known to him to be competent to translate the document into English.

4.—(1) The forms set out in Schedule 2, with such variation as circumstances require, are the forms prescribed for the purpose of the provisions of the 1985 Act which are referred to in those forms.

(2) The particulars contained in the forms listed in Schedule 3 are the particulars prescribed for the purpose of the provisions of the Act which are referred to in those forms.

5.—(1) Forms 691, 694(a) and 694(b) in Schedule 3 to the 1985 Regulations are revoked except to the extent specified in paragraph (2) below.

(2) Notwithstanding paragraph (1) above or regulation 4(1), Forms 691 in Schedule 3 to the 1985 Regulations may continue to be used in relation to a return and declaration delivered for registration of a place of business of an overseas company made before 1st January 1994.

(3) Notwithstanding paragraph (1) or regulation 4(1), Forms 694(a) and 694(b) in Schedule 3 to the 1985 Regulations may continue to be used in relation to a return of a statement of name under which an overseas company proposes to carry on business in Great Britain made before 1st January 1994.

20th November 1992

David Durham
A Grade 4 Officer in the
Department of Trade and Industry

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

SCHEDULE 1

The Companies Act 1985—

sections 691; 694(4)(a) and (b); 703P(1), (3) and (5); 703Q(1) and (2)(3); and 744.
Schedule 21A, paragraphs 1(1), 7(1) and 8(2)(4) .

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- (3) Sections 703P and 703Q were inserted into the Companies Act 1985 by paragraph 19 of Schedule 2 to the Oversea Companies and Credit and Financial Institutions (Branch Disclosure) Regulations 1992, S.I. [1992/3179](#).
- (4) Schedule 21A was inserted into the Companies Act 1985 by paragraph 3 of Schedule 2 to the Oversea Companies and Credit and Financial Institutions (Branch Disclosure) Regulations 1992, S.I. [1992/3179](#).

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SCHEDULE 2

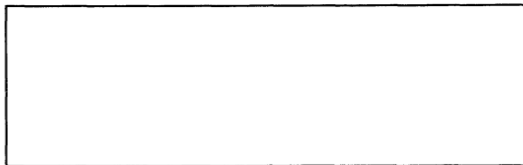
Regulation 4(1)

PRESCRIBED FORMS

Regulation 4(1)

SCHEDULE 2

PRESCRIBED FORMS



691

This form must be completed for all 'Place of Business' registrations. (See note below for re-registration from a 'Branch')

This form should be completed in black

Return and declaration delivered for registration of a place of business of an overseas company

(Pursuant to section 691 of the Companies Act 1985)

Previous branch number (if applicable)

Input field for previous branch number

For official use only

Company name

Input field for company name

Country of incorporation

Input field for country of incorporation

Address of place of business in Great Britain

Input field for address

Post town

County/Region

Postcode

Either

Constitution of the company (See notes 1 and 2) (A certified English translation must be included)

* Delete as applicable

Mark appropriate box(es)

A certified copy of the

- Instrument(s) constituting or defining the constitution of the company; and
A certified translation

* is/are delivered for registration

OR

The company must deliver certified copies of its constitutional documents (with certified translations), and the particulars of the company's directors and secretary.

However, if the company is closing a branch registration and effecting a place of business registration, it may rely on the documents or the particulars of the directors and secretary previously filed in that part of Great Britain, provided any relevant alterations to those documents have been updated on the register.

The

- The constitutional documents (and a certified translation *)
and/or
Particulars of the current directors and secretary(ies)

were previously delivered in respect of a branch of the company registered at this registry

Branch Number input field

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Directors (See notes 3, 4 and 5)

Name *Style/Title
 Forenames
 Surname
 *Honours etc
 Previous forenames
 Previous surname

Address

Usual residential address must be given. In the case of a corporation, give the registered or principal office address.

Date of birth

(See note 5)

Business occupation (if any). If none other directorships.

CD		
AD		
	Post town	
	County/Region	
	Postcode	Country
DO		Nationality NA
OC		
OD		

Name *Style/Title
 Forenames
 Surname
 *Honours etc
 Previous forenames
 Previous surname

Address

Usual residential address must be given. In the case of a corporation, give the registered or principal office address.

Date of birth

(See note 5)

Business occupation (if any). If none other directorships.

* Voluntary details

CD		
AD		
	Post town	
	County/Region	
	Postcode	Country
DO		Nationality NA
OC		
OD		

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Person(s) authorised (continued)

List of some one or more persons resident in Great Britain authorised to accept on the company's behalf service of process and any notice required to be served on it.

*Style/Title

Forenames

Surname

Address

Post town _____
County/Region _____ Postcode _____

*Style/Title

Forenames

Surname

Address

Post town _____
County/Region _____ Postcode _____

*Style/Title

Forenames

Surname

Address

Post town _____
County/Region _____ Postcode _____

*Style/Title

Forenames

Surname

Address

Post town _____
County/Region _____ Postcode _____

*Voluntary details

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Declaration (See note 8)

Full name and address

I _____

of (address) _____

[†] delete as applicable

a [†]director/[†]secretary/[†]person authorised to accept on the company's behalf service of process or any notices required to be served on it, do solemnly and sincerely declare that the company established its place of business in Great Britain on

--	--	--	--	--	--

(enter date)

and I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835.

Signed _____

Declared at _____

the _____ day of _____

one thousand nine hundred and _____

before me _____

A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor having the powers conferred on a Commissioner for Oaths. (See note 8)

Number of continuation sheets attached

To whom should Companies House direct any enquiries about the information on this form?

_____ Postcode _____

Telephone _____ Extension _____

Please ensure the form is fully completed and then send it to the Registrar of Companies at (See note 9)

Companies House, Crown Way, Cardiff CF4 3UZ
for companies establishing a place of business in England and Wales.

Companies House, 100-102 George Street, Edinburgh EH2 3DJ
for companies establishing a place of business in Scotland.

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Notes

- 1** The copy of the instrument constituting or defining the constitution of the company must be certified in the place of incorporation of the company to be a true copy:—
- (a) by an official of the Government to whose custody the original is committed; or
- (b) by a notary public; or
- (c) by an officer of the company on oath taken before:
- (i) a person having authority in that place to administer an oath; or
- (ii) any of the British officials mentioned in section 6 of the Commissioners for Oaths Act 1889.
- 2** The translation of the instrument must be certified to be a correct translation:—
- (a) if the translation was made in the United Kingdom, by
- (i) a notary public in any part of the United Kingdom;
- (ii) a solicitor (if the translation was made in Scotland), a solicitor of the Supreme Court of Judicature of England and Wales (if it was made in England or Wales), or a solicitor of the Supreme Court of Judicature of Northern Ireland (if it was made in Northern Ireland); or
- (iii) a person certified by a person mentioned above to be known to him to be competent to translate the document into English; or
- (b) if the translation was made outside the United Kingdom, by
- (i) a notary public;
- (ii) a person authorised in the place where the translation was made to administer an oath;
- (iii) any of the British officials mentioned in section 6 of the Commissioners for Oaths Act 1889;
- (iv) a person certified by a person mentioned above to be known to him to be competent to translate the document into English.
- 3** 'Director' includes any person who occupies the position of a director, by whatever name called.
- 4** Show for an individual the full forenames NOT INITIALS and surname together with any previous forenames or surname(s).
- If the director or secretary is a corporation or Scottish firm - show the corporate or firm name on the surname line.
- Give previous forenames or surname except that:
- for a married woman, the name by which she was known before marriage need not be given,
 - names not used since the age of 18 or for at least 20 years need not be given.
- In the case of a peer, or an individual usually known by a British title, you may state the title instead of or in addition to the forenames and surname and you need not give the name by which that person was known before he or she adopted the title or succeeded to it.
- 5** In the case of an individual who has a business occupation, this occupation should be named. In the case of an individual who has no business occupation but who holds other directorships, particulars should be given of them.
- 6** Where all the partners in a firm are joint secretaries, only the firm name and its principal office need be given.
- 7** Use photocopies of the relevant section(s) of this form to provide details of additional directors, joint secretaries or persons authorised.
- 8** If made in a foreign country the declaration may be made before any British official mentioned in section 6 of the Commissioners for Oaths Act 1889 or, before any person having authority to administer an oath in that country.
- 9** If the company establishes a place of business in England and Wales AND in Scotland whether at the same time or not a separate form must be sent to each Registrar.
- Address:**
- Give the usual residential address.
- In the case of a corporation or Scottish firm give the registered or principal office.

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

694(4)(a)

This form should be completed in black.

Statement of name, other than corporate name, under which an overseas company proposes to carry on business in Great Britain

(Pursuant to section 694(4)(a) of the Companies Act 1985)

Company number

Corporate name

The name approved by the Secretary of State, other than its corporate name, under which the company proposes to carry on business in Great Britain is

* Delete as applicable

Signed

*

Director\Secretary\Permanent representative

Date

To whom should Companies House direct any enquiries about the information on this form

When you have signed the form, return it to the address overleaf

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 694(4)(a)

When completed, this form should be delivered to :-

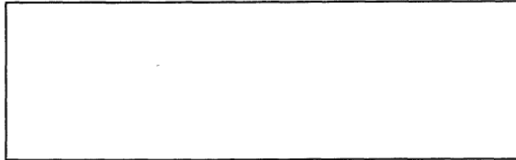
For branches registered in England and Wales

The Registrar of Companies
Companies House
Crown Way
Cardiff
CF4 3UZ

For branches registered in Scotland

The Registrar of Companies
Companies House
100 - 102 George Street
Edinburgh
EH2 3DJ

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.



694(4)(b)

This form should be completed in black.

Statement of name, other than corporate name, under which an overseas company proposes to carry on business in Great Britain in substitution for a name previously registered

(Pursuant to section 694(4)(b) of the Companies Act 1985)

Company number

Corporate name

The name approved by the Secretary of State, other than its corporate name, under which this company proposes to carry on business in Great Britain is : -

Enter name approved by the Secretary of State under section 694(4)(b) of the Companies Act 1985

This name is in substitution for that currently registered

Signed _____

• Director/Secretary \ Permanent representative

Date _____

To whom should Companies House direct any enquiries about the information on this form

Postcode _____

Telephone _____ Extension _____

When you have signed the form, return it to the address overleaf

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 694(4)(b)

When completed, this form should be delivered to :-

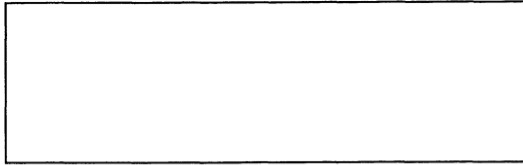
For branches registered in England and Wales

The Registrar of Companies
Companies House
Crown Way
Cardiff
CF4 3UZ

For branches registered in Scotland

The Registrar of Companies
Companies House
100 - 102 George Street
Edinburgh
EH2 3DJ

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703P(3)

This form should be completed in black.

Notice of appointment of a liquidator of an overseas company

(Pursuant to section 703P(3) of the Companies Act 1985)

Company number

Company name

NOTE :

This return is not required to be made where proceedings under Part V of the Insolvency Act 1986 have been commenced.

* Delete as applicable

I/We* _____

of _____

give notice that I/we* was/were* appointed liquidator(s) of the above named company on :-

Date of appointment

--	--	--	--	--

Description of powers

(State here any powers ascribed to the liquidator other than from the general law or from the company's constitution)

Signature _____

Liquidator(s)

Date _____

If this form is delivered in respect of more than one branch in the same part of Great Britain, the branch number and name (where different) must be given for each branch

This return is delivered in respect of all the branches listed overleaf

To whom should Companies House address any enquiries about the information on this form

Name

Address

Tel

When completed, this form should be returned to the address overleaf

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 703P(3)

Registration number	Branch name

When completed, this form should be delivered to :-

For branches registered in England and Wales

The Registrar of Companies
Companies House
Crown Way
Cardiff
CF4 3UZ

For branches registered in Scotland

The Registrar of Companies
Companies House
100 - 102 George Street
Edinburgh
EH2 3DJ

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

703P(5)

This form should be completed in black.

Notice by the liquidator of an overseas company concerning the termination of liquidation of the company

(Pursuant to section 703P(5) of the Companies Act 1985)

Company number

Company name

NOTE :

This return is not required to be made where proceedings under Part V of the Insolvency Act 1986 have been commenced.

I/We _____

liquidator(s) of the above company give notice that

On

--	--	--	--

* Delete if not applicable

the liquidation of the above company was completed and* the company ceased to be registered on :-

--	--	--	--

If this form is delivered in respect of more than one branch in the same part of Great Britain, the branch number and name (if different) must be given for each branch.

Signed _____ Liquidator

Date _____

This return is delivered in respect of all the branches listed overleaf

To whom should Companies House address any enquiries about the information on this form

Name

Address

Tel _____

When completed, this form should be returned to the address overleaf

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 703P(5)

Registration number	Branch name

When completed, this form should be delivered to :-

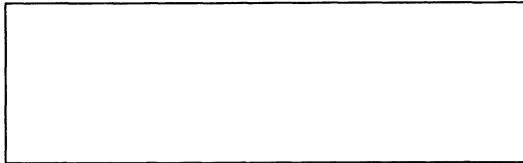
For branches registered in England and Wales

The Registrar of Companies
Companies House
Crown Way
Cardiff
CF4 3UZ

For branches registered in Scotland

The Registrar of Companies
Companies House
100 - 102 George Street
Edinburgh
EH2 3DJ

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.



703Q(1)

This form should be completed in black.

Return by an oversea company which becomes subject to insolvency proceedings , etc.

(Pursuant to section 703Q(1) of the Companies Act 1985)

Company number

Company name

The above company gives notice that, as a result of action taken by * creditors \ members \ other(s) [please specify]

* Delete as applicable

#Mark appropriate box and complete details.

the company is subject to :-

An order of the _____ Court of

(give address)

Dated _____ Ordering that _____

Where the proceedings are the subject of a court order, both the name and address of the court must be given. Where the proceedings have been instigated in some other manner, (e.g. management of the company exercised pursuant some administrative or legislative power) those details must be given. In both cases, details of the persons taking the action must be given.
+

OR # * Insolvency proceedings \ an arrangement \ a composition \ analogous proceedings (give details) _____

Date order / proceedings became or will become effective

Signed _____
* (Director \ Secretary \ Permanent representative)

Date _____

If this form is delivered in respect of more than one branch in the same part of Great Britain, the branch number and name (where different) must be given for each branch

This return is delivered in respect of all the branches listed overleaf

To whom should Companies House address any enquiries about the information on this form

Name
Address

 Tel

When completed, this form should be returned to the address overleaf

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 703Q(1)

Registration number	Branch name

When completed, this form should be delivered to :-

For branches registered in England and Wales

The Registrar of Companies
Companies House
Crown Way
Cardiff
CF4 3UZ

For branches registered in Scotland

The Registrar of Companies
Companies House
100 - 102 George Street
Edinburgh
EH2 3DJ

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

703Q(2)

This form should be completed in black.

Return by an overseas company on cessation of insolvency proceedings , etc.

(Pursuant to section 703Q(2) of the Companies Act 1985)

Company number

Company name

The above company gives notice that, as from _____
it has ceased to be subject to the proceedings referred to in the return made by the company pursuant to Section 703Q(1) of the Companies Act 1985.

* Delete as applicable

Signed _____
* (Director \ Secretary \ Permanent representative)

Date _____

If this form is delivered in respect of more than one branch in the same part of Great Britain, the branch number and name (if different) must be given for each branch.

This return is delivered in respect of all the branches listed overleaf

To whom should Companies House address any enquiries about the information on this form

Name
Address

Tel

When completed, this form should be returned to the address overleaf

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 703Q(2)

Registration number	Branch name

When completed, this form should be delivered to :-

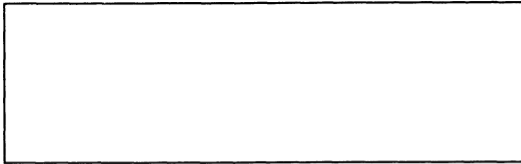
For branches registered in England and Wales

The Registrar of Companies
Companies House
Crown Way
Cardiff
CF4 3UZ

For branches registered in Scotland

The Registrar of Companies
Companies House
100 - 102 George Street
Edinburgh
EH2 3DJ

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BR1

This form should be completed in black.

Return delivered for registration of a branch of an overseas company
 (Pursuant to Schedule 21A, paragraph 1 of the Companies Act 1985)

Corporate name
(See note 5) (name in parent state)

Business name
(if different to corporate name)

Country of incorporation

Identity of register
(if applicable)

Legal form
(See note 3)

For office use only <input type="checkbox"/> CN	<input type="checkbox"/> BN

¹ See note 2

PART A - COMPANY DETAILS ¹

* State whether the company is a credit or financial institution

* Is the company subject to Section 699A of the Companies Act 1985?

YES NO

(1) These boxes need not be completed by companies formed in EC member states

Governing law
(See note 4)

Accounting requirements

Period for which the company is required to prepare accounts by parent law. from _____ to _____

Period allowed for the preparation and public disclosure of accounts for the above period _____ months

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

(2) This box need NOT be completed by companies from EC member states, OR where the constitutional documents of the company already show this information.

Address of principal place of business in home country

Objects of company

Issued share capital

Currency

Company Secretary(ies)

(See note 10)

Name

* Voluntary details

Address

Usual residential address must be given. In the case of a corporation, give the registered or principal office address.

*Style/Title _____

Forenames _____

Surname _____

*Honours etc. _____

Previous Forenames _____

Previous surname _____

Post town _____

County/Region _____

Postcode _____

Country _____

Company Secretary(ies)

(See note 10)

Name

* Voluntary details

Address

Usual residential address must be given. In the case of a corporation, give the registered or principal office address.

(You may photocopy this page if required)

*Style/Title _____

Forenames _____

Surname _____

*Honours etc. _____

Previous Forenames _____

Previous surname _____

Post town _____

County/Region _____

Postcode _____

Country _____

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Directors

(See notes 10)

Name

* Voluntary details

Address

Usual residential address must be given. In the case of a corporation, give the registered or principal office address.

SCOPE OF AUTHORITY

Give brief particulars of the extent of the powers exercised. (e.g. whether they are limited to powers expressly conferred by the instrument of appointment; or whether they are subject to express limitations.) Where the powers are exercised jointly give the name(s) of the person(s) concerned. You may cross refer to the details of person(s) disclosed elsewhere on the form.

Mark box(es) as applicable

(You may photocopy this page as required)

	*Style/Title _____				
	Forenames _____				
	Surname _____				
	*Honours etc. _____				
	Previous Forenames _____				
	Previous surname _____				

	Post town _____				
	County/Region _____				
	Postcode _____ Country _____				
	Date of Birth <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> Nationality _____				
	Business Occupation _____				
	Other Directorships _____				

	The extent of the authority to represent the company is :- (give details)				

	These powers :-				
	# <input type="checkbox"/> May be exercised alone				
	OR				
	# <input type="checkbox"/> Must be exercised with :-				
	(Give name(s) of co-authorised person(s))				

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Directors

(See notes 10)

Name

* Voluntary details

Address

Usual residential address must be given. In the case of a corporation, give the registered or principal office address.

SCOPE OF AUTHORITY

Give brief particulars of the extent of the powers exercised. (e.g. whether they are limited to powers expressly conferred by the instrument of appointment; or whether they are subject to express limitations.) Where the powers are exercised jointly give the name(s) of the person(s) concerned. You may cross refer to the details of person(s) disclosed elsewhere on the form.

Mark box(es) as applicable

(You may photocopy this page as required)

*Style/Title _____					
Forenames _____					
Surname _____					
*Honours etc. _____					
Previous Forenames _____					
Previous surname _____					

Post town _____					
County/Region _____					
Postcode _____ Country _____					
Date of Birth <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> Nationality _____					
Business Occupation _____					
Other Directorships _____					

The extent of the authority to represent the company is :- (give details)					

These powers :-					
# <input type="checkbox"/> May be exercised alone					
# OR					
# <input type="checkbox"/> Must be exercised with :-					
(Give name(s) of co-authorised person(s))					

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Constitution of company

(See notes 6 to 9)

Mark box(es) as applicable

(See note 9)

#	<input type="checkbox"/>	. A certified copy of the instrument constituting or defining the constitution of the company
	AND	
	<input type="checkbox"/>	* A certified translation
		*is/are delivered for registration

* Delete as applicable

AND/OR

A certified copy of the constitutional documents and latest accounts of the company, together with a certified translation of them if they are not in the English language, must accompany this form.

#	<input type="checkbox"/>	A copy of the latest accounts of the company
	AND	
	<input type="checkbox"/>	A certified translation
		*is/are delivered for registration

AND/OR

The company may rely on constitutional and accounting documents previously filed in respect of another branch registered in the United Kingdom.

#	<input type="checkbox"/>	The Constitutional documents (*and certified translations)
	AND/OR	
	<input type="checkbox"/>	The latest accounts (*and certified translations)
		of the company were previously delivered on the registration of the branch of the company at :-
	Cardiff	<input type="checkbox"/>
	Edinburgh	<input type="checkbox"/>
	Belfast	<input type="checkbox"/>
	Registration no.	<input type="text"/>

AND/OR

The company may also rely on particulars about the company previously filed in respect of another branch in that part of Great Britain, provided that any alterations have been notified to the Registrar.

<input type="checkbox"/>	the particulars about the company were previously delivered in respect of a branch of the company registered at THIS registry.
Registration no.	<input type="text"/>

AND/OR

The company may also rely on constitutional documents and particulars about the company officers previously filed in respect of a former Place of Business of that company, provided that any alterations have been notified to the Registrar.

NOTE :- In all cases, the registration number of the branch or place of business relied upon must be given.

<input type="checkbox"/>	The Constitutional documents (*and certified translation)
	AND/OR
<input type="checkbox"/>	Particulars of the current directors and secretary(s)
	were previously delivered in respect of a place of business of the company registered at THIS registry.
Registration no.	<input type="text"/>

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

PART B - BRANCH DETAILS

Persons authorised to represent the company or accept service of process.

Give details of all persons who are authorised to represent the company as permanent representatives of the company in respect of the business of the branch. Give details also of all persons resident in Great Britain, who are authorised to accept service or process on the company's behalf.

* Delete as appropriate

SCOPE OF AUTHORITY

(This part does not apply to a person only authorised to accept service on behalf of the company)

Give brief particulars of the extent of the powers exercised. (e.g. whether they are limited to powers expressly conferred by the instrument of appointment; or whether they are subject to express limitations.) Where the powers are exercised, jointly give the name(s) of the person(s) concerned. You may cross refer to the details of person(s) disclosed elsewhere on the form.

Mark box(es) as appropriate

*Style/Title	_____
Forenames	_____
Surname	_____
Address	_____ _____
Post town	_____
County/Region	_____
Postcode	_____
Is # <input type="checkbox"/>	Authorised to accept service of process on the company's behalf
*AND/OR	
Is # <input type="checkbox"/>	Authorised to represent the company in relation to that business
The extent of the authority to represent the company is :- (give details)	
_____ _____ _____ _____	
These powers :-	
# <input type="checkbox"/>	May be exercised alone
OR	
# <input type="checkbox"/>	Must be exercised with :-
(Give name(s) of co-authorised person(s))	
_____ _____ _____	

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Persons authorised to represent the company or accept service of process.

Give details of all persons who are authorised to represent the company as permanent representatives of the company in respect of the business of the branch. Give details also of all persons resident in Great Britain, who are authorised to accept service of process on the company's behalf.

* Delete as appropriate

SCOPE OF AUTHORITY

(This part does not apply to a person only authorised to accept service on behalf of the company)

Give brief particulars of the extent of the powers exercised. (e.g. whether they are limited to powers expressly conferred by the instrument of appointment; or whether they are subject to express limitations.) Where the powers are exercised, jointly give the name(s) of the person(s) concerned. You may cross refer to the details of person(s) disclosed elsewhere on the form.

Mark box(es) as appropriate)

(You may photocopy this page as required)

*Style/Title _____

Forenames _____

Surname _____

Address _____

Post town _____

County/Region _____ Postcode _____

Is # Authorised to accept service of process on the company's behalf

*AND/OR

Is # Authorised to represent the company in relation to that business

The extent of the authority to represent the company is :- (give details)

These powers :-

May be exercised alone

OR

Must be exercised with :-

(Give name(s) of co-authorised person(s))

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Address of branch

(See note 11)

Address _____ _____
Post town _____
County\Region _____ Postcode _____

Branch Details

(See notes 12)

Date branch opened	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table>				
Business carried on at branch _____ _____ _____					

SIGNATURE

Signed _____ (* Director / Secretary / Permanent representative)
Date _____
This form contains continuation sheets.

To whom should Companies House direct any enquiries about the information on this form?

Name _____
Address _____ _____ _____ Postcode _____
Telephone _____ Extension _____

When completed, this form together with any enclosures should be delivered to the Registrar of Companies at
for branches established in England and Wales for branches established in Scotland

**Companies House
Crown Way
Cardiff
CF4 3UZ**

**Companies House
100 - 102 George Street
Edinburgh
EN2 3DJ**

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

NOTES

Read these notes carefully before completing the form

1. Registration requirement

Every overseas company setting up a place of business in Great Britain must register with the appropriate registry of the jurisdiction in which the place of business is situated. (For further guidance please refer to the Companies House notes on "Overseas Companies")

If a "Place of Business" is being established then FORM 691 must be used; if a branch is being registered then THIS FORM must be used.

A company must register all of its branches.

The requirement to register applies to any limited company which is incorporated outside the United Kingdom and which establishes a branch in Great Britain. Northern Ireland companies, being within the UK, are not required to register any branches in Great Britain. They are, however, required to register as having a place of business by submitting form 691 when they set up business in Great Britain.

2. Completion of form BR1

If this is the first registration of a branch of an overseas company in the UK, ALL the relevant details of the form must be completed. If a previous branch of the company has already been registered in the UK, and has not closed, registration of the second and any subsequent branches need not complete Part A (Company details) (provided any alterations to those details have been updated), but must complete part B (Branch details).

The forms should be delivered to the relevant Registrar with supporting documents within 1 month of having opened the branch.

3. "Legal Form"

The details of the company's legal form must be disclosed. This includes whether the company is a private or public company, whether it is limited, and, if so, the manner of limitation.

4. "Governing Law"

A company which is not incorporated in an EC member state must state the law under which it is incorporated. This means the relevant rules or legislation which regulate the incorporation of companies in that state, e.g. "Companies Act of (state) 19XX"

5. Names

An overseas company wishing to register its corporate name is subject to the same regulations as British companies. Accordingly, any name which an overseas company wishes to use may be unacceptable or only permissible with the approval of the Secretary of State. A company which is served a notice to this effect may then complete form 694(4)(e) giving another name, approved by the Secretary of State, under which it proposes carrying on business in Great Britain.

6. Delivery of documents in respect of more than one branch.

If the constitutional documents and last accounts of the company have been delivered in respect of another branch in the UK, prior to registration of this branch, the company may rely on these deliveries rather than delivering another set of documents. The company must mark the appropriate boxes, stating the branch in respect of which those documents have already been delivered, the branch number, and the place at which they were registered.

If the company particulars have been delivered in respect of another branch of the company in THE SAME PART of Great Britain prior to registration of this branch (and any alterations have been updated), the company may rely on this delivery, rather than re-disclosing the particulars on this form.

7. Delivery of documents where previous place of business has been registered.

Where the constitutional documents, and the particulars of the directors and secretary(ies) have been delivered in respect of a former place of business in THE SAME PART of Great Britain (and changes to those documents or particulars have been updated), the company may rely on those deliveries rather than re-delivering the documents or re-disclosing those particulars in respect of the branch.

8. Certification of constitutional documents.

A copy of the document(s) constituting or defining the company must be certified in the place of incorporation to be a true copy by:

- (a) an official of the Government in whose custody the original is committed; or
- (b) a notary public; or
- (c) an officer of the company on oath taken before
 - (i) a person having authority in that place to administer an oath; or
 - (ii) any of the British officials mentioned in section 6 of the Commissioners for Oaths Act 1889.

9. Translations

If the constitutional documents of the company or the latest accounts and reports are not written in the English language, they must be accompanied by a certified translation. This must be done in the following manner:

- (a) if the translation is made in the United Kingdom, by :
 - (i) a notary public in any part of the United Kingdom;
 - (ii) a solicitor (if the translation was made in Scotland), a solicitor of the Supreme Court of Judicature of England and Wales (if it was made in England or Wales), or a solicitor of the Supreme Court of Judicature of Northern Ireland (if it was made in Northern Ireland); or
 - (iii) a person certified by a person mentioned above to be known to him to be competent to translate the document into English; or

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Notes (continued)

- (b) if the translation was made outside the United Kingdom, by
- (i) a notary public;
 - (ii) a person authorised in the place where the translation was made to administer an oath;
 - (iii) any of the British officials mentioned in section 6 of the Commissioners for Oaths Act 1889;
 - (iv) a person certified by a person mentioned above known to him to be competent to translate the document into English.

10. Directors and secretary's details

"Director" includes any person who occupies the position of director regardless of what name he is called.

For an individual, show the full names, NOT INITIALS, together with any previous names. However, previous names need not be given in the case of

- a married woman, the name by which she was known prior to marriage;
- any former name which has been changed or disused since the age of 18, OR for at least 20 years;
- a peer, or an individual normally known by a title, you may state that title instead of the name by which that person was known before adopting the title.

If the director or secretary is a corporation or Scottish firm, show the corporate or firm name on the surname line.

Addresses

Give the usual residential address

In the case of a corporation or Scottish firm, give the registered or principal office address.

11. Branch Address

Give the address of the principal place of business of the branch. For branches registering in England and Wales, this address must be in England or Wales. For branches registering in Scotland, this address must be in Scotland.

12. Business and Date of commencement.

State the date on which the branch was opened and give brief details of the business of the branch.

13. Photocopies

If there is insufficient space on the form for details about directors, secretaries or permanent representatives, you may photocopy the appropriate pages.

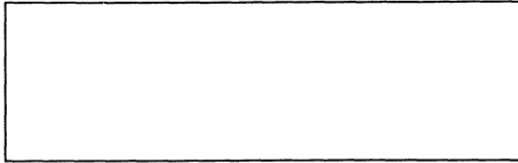
14. Completion of form.

The completed form should be signed by an officer or permanent representative of the company and delivered to the appropriate Registrar, together with any supporting documents within one month of the branch being established.

15. Delivery of winding-up, insolvency etc. particulars.

If, at any time prior to the registration in Great Britain of the first branch of an oversea company, the company has become subject to winding up, insolvency or similar proceedings, and remains subject to those proceedings, the company must at the same time as delivering Form BR1, also deliver Form 703P(1), 703P(3), 703Q(1) (as appropriate). For further details on these forms please see the Companies House Notes for Guidance on Oversea Companies.

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.



BR2

Return by an oversea company subject to branch registration of an alteration to constitutional documents

(Pursuant to Schedule 21A, paragraph 7(1) of the Companies Act 1985.)

This form should be completed in black.

Company number

Company name

Branch number

Branch Name

CONSTITUTIONAL DOCUMENTS

On an alteration was made to the constitutional document(s) of the company

* Delete as applicable

A copy of the new instrument is attached

* A certified translation is also attached

Note:- A company is only required to make a return in respect of a branch where the document altered is included amongst the material registered in respect of that branch.

Signed

* Director / Secretary / Permanent representative

Date

When completed, this form should be returned to the address overleaf

To whom should Companies House direct any enquiries about the information on this form

Name _____

Address _____

_____ Telephone no. _____

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

When completed, this form should be delivered to :-

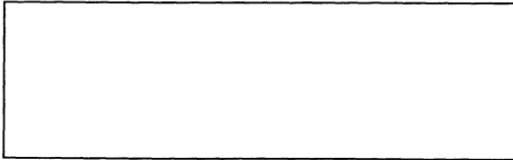
For branches registered in England and Wales

The Registrar of Companies
Companies House
Crown Way
Cardiff
CF4 3UZ

For branches registered in Scotland

The Registrar of Companies
Companies House
100 - 102 George Street
Edinburgh
EH2 3DJ

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.



BR3

This form should be completed in black.

Return by an oversea company subject to branch registration , for alteration of company particulars (Pursuant to Schedule 21A, paragraph 7(1) of the Companies Act 1985)

Company number

Company name _____

(See note on Page 3) Branch name _____
(if different to company name)

Particulars of change

1. Change of name

Note.: If the company has changed its corporate name in its country of origin, give details here together with the date the change was registered or otherwise made.

Date of change

Old corporate name _____

New corporate name _____

2. Change in legal form (Give details of change)

Note: If the company has changed its legal form either by its own decision or by a change in its parent law, give details here

Date of change

3. Change to accounting requirements

Period for which the company is required to prepare accounts by parent law, in substitution for a period previously notified, has been changed to : (dates) _____ to _____

Period allowed for the preparation and public disclosure of accounts for the above period _____ months

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Company Particulars NOTE. The changes to items 3 - 7 only are not required to be notified by companies incorporated in an EC member state or if the changes are already disclosed in the constitutional documents which have been filed with the Registrar.

On * the company changed its principal address in its parent state to

4. Principal address

(give new principal place of business)

* Insert date of change

On * the company changed its objects to those described below / attached

5. Objects

(state new objects)

+delete as applicable

On * the company increased/decreased its issued share capital from _____ to _____

6. Capital

(state new issued share capital (incl. currency))

7. Governing law

List any change in the law under which the company was incorporated (e.g. a new Act) include the date of the change.

Date _____

When completed, this form should be signed overleaf and returned to :-

For branches registered in England and Wales

The Registrar of Companies
 Companies House
 Crown Way
 Cardiff
 CF4 3UZ

For branches registered in Scotland

The Registrar of Companies
 Companies House
 100 - 102 George Street
 Edinburgh
 EH2 3DJ

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form BR3

To whom should Companies House direct any enquiries regarding this form

Name _____
Address _____

Tel. No _____

* Delete as applicable

This return is delivered in respect of all the branches listed below, registered at * Cardiff \ Edinburgh.

This notice must be delivered to the Registrar within 21 days of the notice of the alteration being received in Great Britain in due course of post (if despatched with due diligence)

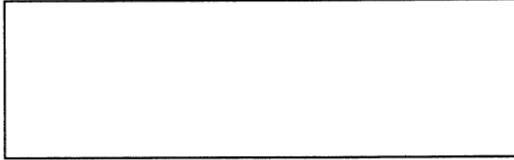
Signed _____
(* Director / Secretary / Permanent representative)

Date _____

Registration number	Branch name

NOTE:- A return must be delivered in respect of any alteration to the company particulars by each branch of an oversea company. If, however, a company has more than one branch in THE SAME PART of Great Britain, it may deliver only one form in respect of all those branches, provided it completes the table above on this page.

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.



BR4

This form should be completed in black.

Return by an oversea company subject to branch registration of change of directors or secretary or of their particulars

(Pursuant to Schedule 21A, paragraph 7(1) of the Companies Act 1985)

Company number

Branch number

Company name

Branch name
(if different)

Resignation, etc.

(This includes any form of ceasing to hold office e.g. death or removal from office)

Date of resignation etc

DR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
----	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Resignation etc, as director

XD	<input type="checkbox"/>
----	--------------------------

Resignation etc, as secretary

XS	<input type="checkbox"/>
----	--------------------------

Please mark the appropriate box.
If resignation etc is as a director and secretary mark both boxes

Forenames

Surname

Date of birth (directors only)

DO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
----	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

(See note on page 4)

This return is delivered in respect of all the branches listed on page 4

To whom should Companies House address any enquiries about the information on this form

Name

Address

Telephone

When completed, this form should be returned to the address on page 4

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Appointment

(Turn to page 3
notify resignation or
alteration of
particulars)

NOTES

Show the full forenames **NOT INITIALS** if the director or secretary is a Corporation or Scottish firm, show the name on surname line and registered or principal office on the usual residential address line

Give previous forenames or surnames except:
-for a married woman the name before marriage need not be given.
-for names not used since the age of 18 or for at least 20 years

A peer or individual known by a title may state the title instead of or in addition to the forenames and surnames

* Voluntary details
+ Directors only

Other directorships
Give the name of every company incorporated in Great Britain which the person concerned is a director or has been a director at any time in the past 5 years. Exclude a company which either is, or at all times during the past 5 years when the person was a director, was

-dormant
-a parent company which wholly owned the company making the return
-another wholly owned subsidiary of the same parent company

You may use a separate sheet of paper if necessary.

Give brief particulars of the extent of the powers exercised (e.g., whether they are limited to powers expressly conferred by the instrument of appointment, or whether they are subject to express limitations.) Where the powers are exercised jointly, give the name(s) of the person(s)

Mark as applicable

This return must be delivered to the Registrar within 21 days of the notice being received in Great Britain in due course of post (if despatched with due diligence)

Date of appointment
Appointment of director
Appointment of secretary
Name *Style/title

Forenames

Surname

*Honours etc

Previous forenames

Previous surname

Usual residential address

Post town

County/region

Postcode

+Date of birth

+Business Occupation

+Other directorships

Scope of authority

Consent signature

DA									
CD	<input type="checkbox"/>	Please mark the appropriate box. If appointment is as a director and secretary mark both boxes.							
CS	<input type="checkbox"/>								
Forenames									
Surname									
*Honours etc									
Previous forenames									
Previous surname									
AD	Usual residential address								
Post town									
County/region									
Postcode									
DO									+Nationality NA
OC	+Business Occupation								
+Other directorships									
The extent of the authority to represent the company is (give details)									
These powers :									
#	<input type="checkbox"/>	May be exercised acting alone,							
#	<input type="checkbox"/>	Must be exercised with :- (give names of co-authorised person(s))							
I consent to act as director/secretary of the above named company									
Signed _____					Date _____				

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form BR4

Registration number	Branch name

NOTE:- A return must be delivered in respect of any alteration to the company particulars by each branch of an oversea company. If, however, a company has more than one branch in THE SAME PART of Great Britain, it may deliver only one form in respect of all those branches, provided it completes the table above on this page.

When completed, this form should be delivered to :-

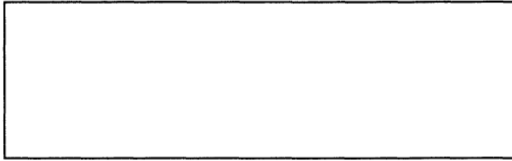
For branches registered in England and Wales

The Registrar of Companies
Companies House
Crown Way
Cardiff
CF4 3UZ

For branches registered in Scotland

The Registrar of Companies
Companies House
100 - 102 George Street
Edinburgh
EH2 3DJ

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.



BR5

Return by an overseas company subject to branch registration of change of address or other branch particulars

(Pursuant to Schedule 21A, paragraph 7(1) of the Companies Act 1985)

This form should be completed in black

Company number
Corporate name
Branch name
(if applicable)

<input type="text"/>	Branch number	<input type="text"/>
<hr/>		
<hr/>		

Change of Address

Previous address of branch

This return must be delivered to the Registrar within 21 days of the alteration being made.

*Delete as applicable

New address of branch

N.B. If a company moves a branch from one part of the United Kingdom to another part of the United Kingdom then it must close its registration in the first part (notifying the Registrar) and re-register the branch at the new registry.

*Delete as applicable

Change in nature of business carried on at the branch
(Describe new business)

<input type="checkbox"/> RO	<hr/>
<hr/>	
Post town	<hr/>
County/Region	<hr/>
Postcode	<hr/>
* England/Wales	Scotland

<input type="checkbox"/> RO	<hr/>
<hr/>	
Post town	<hr/>
County/Region	<hr/>
Postcode	<hr/>
* England/Wales	Scotland
Date of change	<input type="text"/>

<hr/>	
<hr/>	
<hr/>	
<hr/>	
Date of change	<input type="text"/>

See overleaf for other branch changes

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Change of business name of the branch

Previous name _____				

New name _____				

Date of change <table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table>				

Signature

Signed _____
<small>* Director / Secretary / Permanent representative</small>
Date _____

To whom should Companies House address any enquiries about the information on this form

Tel

When completed , this form should be delivered to

for branches registered in England and Wales

or for branches registered in Scotland

**The Registrar of Companies
Companies house
Crown way
Cardiff
CF4 3UZ**

**The Registrar of Companies
Companies House
100 - 102 George Street
Edinburgh
EH2 3 DJ**

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

BR6

This form should be completed in black.
This notice must be delivered to the Registrar within 21 days of the alteration being made.

Return of change of person authorised to accept service or to represent the branch of an oversea company or of any change in their particulars

(Pursuant to Schedule 21A, paragraph 7(1) of the Companies Act 1985)

Company number

Branch number

Company name

Branch name

(If different to corporate name)

TERMINATION OF AUTHORITY

See overleaf for appointments and change of particulars

Date of termination

--	--	--	--	--

Position vacated

(Mark appropriate box(es))

Person authorised to accept service on the company's behalf

Person authorised to represent the company at the branch

Complete these details for resignation of any person authorised to accept service or process on the company's behalf or who was authorised to represent the company in relation to the business of the branch.

Name

Address

To whom should Companies House direct any enquiries about the information on this form.

Tel. _____

When completed, this form should be delivered to the address on page 4

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

APPOINTMENT

Persons authorised to represent the company or who may accept service or process

Give the name and address of the person appointed, together with the date of appointment. Mark the box(es) relevant to the appointment. If the appointment is to both positions mark both boxes.

*Delete as appropriate.

SCOPE OF AUTHORITY

Give brief particulars of the extent of the powers exercised. (e.g. whether they are limited to powers expressly conferred by the instrument of appointment; or whether they are subject to express limitations.) Where the powers are exercised, jointly give the name(s) of the person(s) concerned.

Mark box(es) as appropriate)

* Style/Title						
Forenames						
Surname						
Address						
County/Region	Postcode					
<input type="checkbox"/>	Is authorised to accept service of process on the company's behalf					
*AND/OR						
<input type="checkbox"/>	Is authorised to represent the company in relation to that business					
Date of appointment	<table style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>					
The authority to represent the company is :-						
Is # <input type="checkbox"/>	Authorised to accept service of process on the company's behalf					
*AND/OR						
Is # <input type="checkbox"/>	Authorised to represent the company in relation to that business					
The extent of the authority to represent the company is :- (give details)						
These powers :-						
# <input type="checkbox"/>	May be exercised alone					
OR						
# <input type="checkbox"/>	Must be exercised with :-					
(Give name(s) of co-authorised person(s))						

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

CHANGE OF PARTICULARS

Mark the appropriate box. If change relates to both positions, mark both boxes

Change of name

Name previously notified to Companies House

New name

Change of residential address
(enter new address)

Change of authority to act

(this part does not apply to a person authorised to accept service on behalf of the company)

Give brief particulars of any change in the authority of the officer to represent the company, including any alteration to the manner in which the existing or new powers may be exercised (e.g. requiring them to be exercised with other persons)

Mark appropriate box

Date of change

Change of particulars of person authorised to accept service

Change of particulars of person authorised to represent the company

Forenames _____

Surname _____

Forenames _____

Surname _____

Address _____

Post town _____

County/Region _____ Postcode _____

Country _____

The extent of the authority of the above person to represent the company has been altered to :- [give details]

The powers :

May be exercised alone

or

must be exercised with : [give names of co-authorised person(s)]

Signature

* Delete as applicable

Signed _____ * (director \ Secretary \ Permanent represent)

Date _____

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form BR6

When completed, this form should be delivered to :-

For branches registered in England and Wales

The Registrar of Companies
Companies House
Crown Way
Cardiff
CF4 3UZ

For branches registered in Scotland

The Registrar of Companies
Companies House
100 - 102 George Street
Edinburgh
EH2 3DJ

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form BR6

When completed, this form should be delivered to :-

For branches registered in England and Wales

The Registrar of Companies
Companies House
Crown Way
Cardiff
CF4 3UZ

For branches registered in Scotland

The Registrar of Companies
Companies House
100 - 102 George Street
Edinburgh
EH2 3DJ

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form BR7

Registration number	Branch name

When completed, this form should be delivered to :-

For branches registered in England and Wales

The Registrar of Companies
Companies House
Crown Way
Cardiff
CF4 3UZ

For branches registered in Scotland

The Registrar of Companies
Companies House
100 - 102 George Street
Edinburgh
EH2 3DJ

SCHEDULE 3

Regulation 4(2)

PRESCRIBED PARTICULARS IN PRESCRIBED FORMS

Forms BR2; BR3; BR4; BR5; and BR6.

SCHEDULE 3

Regulation 4(2)

PRESCRIBED PARTICULARS IN PRESCRIBED FORMS

Forms BR2; BR3; BR4; BR5; and BR6.

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations prescribe forms to be used in filing particulars with the registrar of companies in connection with the new regime for the registration of branches of overseas companies, introduced by the Overseas Companies and Credit and Financial Institutions (Branch Disclosure) Regulations 1992 (S.I.1992/3179).

They also prescribe amended forms (Forms 691, 694(4)(a) and 694(4)(b)) in connection with the registration of a place of business of an overseas company pursuant to section 691, and the registration of names of overseas companies. There is, however, a transitional provision permitting the continued use of the existing forms for a period of 12 months following the commencement of these Regulations.

The Regulations also provide how certain translations of documents, required to be filed with the registrar of companies in respect of the branches of overseas companies, are to be certified.