

Place of Business Registration Checklist

(to be read in conjunction with the Notes included as part of form 691)

Is place of business registration appropriate?

Would branch registration be more applicable. See our Guidance Booklet "Overseas Companies" or consult your legal adviser if you are unsure.

Fee.

The current fees are £20 for the standard service and £50 for the same day expedited service. Cheques should be made payable to "Companies House".

Previous branch number.

If the company is re-registering from a branch to a place of business, the previous branch number must be shown on form 691.

Company name.

The exact name, as given in the constitutional documents, must be shown on form 691. Do not include the legal form unless it is part of the name. For example, do not print "ABC SA" where "SA" is not part of the corporate name - simply print "ABC".

Declaration.

Ensure that the persons completing the declaration are authorised to do so and their status is indicated on form 691. The date given for the establishment of the place of business in Great Britain must not be a future date.

Constitutional documents.

The constitutional documents must be certified to be true copies of the original documents held at the registry in the country of incorporation.

If the original constitutional documents are in a language other than English, a certified translation of the constitutional documents must be supplied.

Translations.

Note 2 of form 691 would include a Court translator.

Document quality and size.

Documents must be submitted on A4 size format on a white background. All letters and figures must be clearly legible. If the original documents, i.e. constitutional documents are over or under size, they must be copied onto A4 format before submission.

Final check of documents.

Are the following included in your application:

The appropriate fee.

Form 691.

Certified constitutional documents.

Certified translations, if required.

