

Branch Registration Checklist

(to be read in conjunction with the Notes included as part of form BR1)

Is branch registration applicable?

For a branch registration, there must be a person who is able to make binding decisions on behalf of the company. If there is no one who can fulfil this role, a place of business registration may be 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".

Corporate Name.

The exact name, as given in the constitutional documents, must be shown. 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".

Business Name.

If no business name is given, the corporate name will automatically serve as the branch name.

Identity of register

Give the details of the registry at which the company is registered overseas.

Legal form.

This is the form and means of liability of the company. For example, private company limited by shares, public company limited by shares etc. Simply showing "corporation" is not acceptable.

Part A.

The first question must be completed on all applications.

*Governing Law

The law under which the company was registered in the country of origin.

*Accounting requirements.

Applies to companies that are required to publicly disclose audited accounts in the country of origin. If this does not apply insert "N/A" in the spaces provided.

*Non-European Union Companies only

*Objects of the company.

These are the activities that the company does, for example, marketing, sales, general trading company etc. Entries such as "To make a profit" are not acceptable.

*Issued share capital/currency.

The total value of the shares issued is required together with the currency.

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 9 of form BR1 would include a Court translator.

Date branch opened.

This is the date that the branch is recognised as having established itself in Great Britain. A future date is not acceptable.

Business carried on at branch.

This may not be the same as the corporate objects, for example, a manufacturing company may have a sales outlet in Great Britain.

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 BR1.

Certified constitutional documents.

Certified translations, if required.

Accounts, where appropriate.

