

From 1 January 2007, the Companies Act 1985 as amended requires the **company's name**¹ to appear legibly in:

- (a) all its **business letters**,
- (b) all its **notices and other official publications**,
- (c) on all its **websites**,
- (d) all bills of exchange, promissory notes, endorsements, **cheques**, **orders for money or goods purporting to be signed by or on behalf of the company**, and
- (e) all bills of parcels, **invoices**, **receipts**, letters of credit.

In addition, the company's **business letters, order forms and websites** have to include² fuller particulars, i.e.

- (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 company³, 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 name⁴, the fact that it is a limited company.

All these requirements apply whether the document is in hard copy or electronic or any other form.

Company Communications provisions

The company communications provisions of the Companies Act 2006 are to be found under sections 1143 to 1148 in Part 37 and the accompanying Schedules 4 and 5. Section 1168 under Part 38 provides additional useful definitions.

These provisions will be brought into force by 20 January 2007 ahead of most other parts of the Act. This is for two reasons: first, to coincide with the implementation of the EU Transparency Obligations Directive; and second, to allow early delivery of the benefits of e-communications - including significant cost-savings to business, improved accessibility to

¹ Section 349, Companies Act 1985.

² Section 351, Companies Act 1985.

³ As defined in Section 266, Companies Act 1985.

⁴ Either because it meets the requirements in Section 30(2) of the Companies Act 1985 or because it is an unregistered company to which Section 351 of the Companies Act 1985 applies by virtue of its Section 718 or because it is a community interest company which is not a public company (see section 351(1)(d) of the Companies Act 1985, as amended by the CAICE Act 2004).

information, and enhanced immediacy of dialogue between companies and shareholders.

The detailed explanatory notes to each section and the accompanying schedules are available on the office of public sector information website at www.opsi.gov.uk. Below follows briefing on the new provisions, including some frequently asked questions.

Note: UK Companies Act Legislation -

With effect of 1st January 2007, under an amendment to Section 349 of the 1985 Companies Act, all companies must include the following points within their emails:

- *Your company name*
- *Your registration number and registered address (if registered)**
- *Your place of registration (e.g. England and Wales)*

**It is not sufficient to just include a valid address, it must be your registered address. Breach of Section 349: Company Act 1985, is punishable by a fine. Click here to [download an explanation of the new law](#) (Word, 84 KB) from the [DTI website](#)*