



# GUIDANCE NOTE 2

## Registered Office

Updated March 2024

Every company incorporated under the Companies Act must have a registered office address in Gibraltar. It is at this address to which communication and notices may be addressed.

NB. The provision of registered office services is a regulated activity under the Financial Services Act 2019, and as such, may only be provided to the public by a licensed person or entity.

### First Notice of Situation of Registered office

The First Notice of Situation of Registered Office is delivered to the Registrar together with the incorporation documents.

### Change of Registered Office

A company may change its registered office from time to time by giving notice to the Registrar.

The directors should approve a resolution as follows: -

*“That the Registered Office of the Company be changed to [address] with immediate effect”.*

Documents to be filed with the Registrar: -

Notice of Situation of Registered Office, and of any change therein

Notice of the situation of the registered office, and of any change therein, shall be given within 30 days after the date of the change, to the Registrar.

## **Forms**

Notice of Situation of Registered Office, and of any change therein may be downloaded from our website—Section on 'Forms'.

## **Filing Fee**

A statutory filing fee of £25.00 sterling is payable per notice.

Any changes must be notified to the Registrar within 30 days of the change. If notification of the change of registered office is made by way of inclusion in an annual return, for the obligation to be satisfied, the annual return must have been due and made within 30 days of the change. It is an offence not to comply with these requirements, and the company and each of its officers are liable on summary conviction to a default fine.

Late filing will also incur an additional £25.00 supplementary fee (please refer to sec. 426(4)(c) of the Companies Act 2014).

## **Guidance only**

These notes are intended for general guidance only. Companies House Gibraltar does not assume legal responsibility for the accuracy of any particular statement. In the case of a specific problem, we recommend that you seek professional advice.

## **Registry Contact Details**

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