



1st March 2015

Companies House Newsletter

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- Adoption of Companies House's Barcoding System by the 1st April 2015

Companies House introduced a barcoding system on the 1st of June 2013 to enable traceability of all documents filed at the Registry and to permit the issuance of itemised receipts (specifically containing the company number, company name, document type, filing date, year of the document being filed and item fee, as required by the local business community).

Over the last few months, the Registry has been liaising with the major company management software package providers and most company management firms are now using software packages which automatically produce barcoded documents. **Those users who are yet to adopt the barcoding system will be required to do so by the 1st of April of this year.**

One minor change to filing submissions is all that is needed to produce the necessary barcode, namely, to include the company number displayed using a specific font called "IDAutomationHC39M". Please note that an asterisk must be inserted before and after the company number for the resulting barcode to be recognised by our barcode readers. For ease of identification, the barcode must be located next to the company number. Please allow an area of 57mm (width) by 32mm (height) where the barcode is printed, as once the documents are processed by the Registry the pre-printed barcode will be replaced by a document-specific barcode label (see figure).



Return of Particulars of Directors, Managers and Secretaries, and of any change therein.

(Appointments, Changes and Terminations)

As required by Section 222 & 223 of the Companies Act 2014 to be delivered to the Registrar within 14 days from an appointment and/or 14 days from a termination and/or 14 days from any change in the particulars.

**Please only print the
pages that you need**

You may use this combined form to file particulars of appointments, changes and/or terminations of both directors/managers and secretaries falling within the same 14-day period. Alternatively, you may use the forms available on our website for the filing of an appointment, a termination and/or any change in the particulars of directors, managers and/or secretaries separately.

When a return includes appointments, changes and/or terminations made on different dates, the registration of the return should be effected within 14 days of the first date.

Please use a separate form of return for appointments, changes and/or terminations that do not fall within the same 14 day period.

Company
Number



Company
Name

In order to cater for those users who do not have access to a company management software package, Companies House has prepared fillable forms which are available on our website that are ready for “easy barcoding”.

Companies House has invested considerable time and resources to implement this system to provide an improved service. **As from the 1st of April of this year it will be a requirement that all filings are barcoded in this manner.**