



Business Rules Have Changed.....Do you still comply?

From 01 January 2007 all businesses must ensure that the information carried on their company letterhead is replicated on their company website.

These changes are contained in Statutory Instrument 2006/342: The Companies (Registrar, Language and Trading Disclosures) Regulations 2006.

The rules state that :

Every company shall have its name mentioned in legible characters together with the company's place of registration, the number with which it is registered and the address of its registered office

- In all business letters or order forms of the company
- In all its notices and other official publications
- On all its websites
- In all bills of exchange, promissory notes, endorsements, cheques and orders for money or goods purporting to be signed by or on behalf of the company, and
- In all its bills of parcels, invoices, receipts and letters of credit

If a company fails to comply it is liable to be fined. If an officer of a company or a person on its behalf issues or authorises the issue of any business letter or order form not complying with the above, he/she is liable to be fined.

N.B. This refers to documents of any type i.e. hardcopy, electronic or any other form. In our view these essential details should also be on all e-mail correspondence emanating from the company.

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