

Company Name, Stationery and Registered Office.

Company Name

The full and correctly spelled and punctuated name as it is registered with the Companies House must be used at all times. The only exception is that the word “Limited” can be abbreviated to “Ltd.”.

Display outside all places of business The company name (in addition to any other business or trading name that it uses) must be displayed in a conspicuous place in legible lettering outside every office or place in which the company’s business is carried on. In addition, if a business name or trading name is used, the sign outside the place of business must also include an address in Great Britain at which documents may be served, and it is suggested that this address be the Registered Office address.

Company Stationery and Website

All company stationery, including invoices, receipts, cheques, business letters, emails and order forms (in each case whether in hard copy or electronic form) and the company’s website must as a minimum show:-

- The full company name as registered at Companies House (in addition to any other business or trading name which the company uses).
- The address of the registered office.
- The place of registration of the company (i.e. Scotland, England or Wales).
- The company’s registered number.

Directors It is usual and acceptable not to state the names of any directors on company stationery. If any directors are mentioned, then all directors must be mentioned. This is important because if only one director is named on the notepaper then he or she may be personally liable for the contents of the letter or other document. It should be noted, however, that this applies only to any statement of who the company’s directors are. It does not, for example, prohibit the text of a company letter or email from ending, “Joe Smith, Director, for and on behalf of XYZ Ltd.”

Registered Office

The registered office must at all times be located within the country of registration. The registers of the company and, in particular, the register of members must also be kept at either the registered office or another office of the Company or its advisers within the country of its registration. (E.g. an English registered company may not keep its register of members in Scotland.)

This is a general advice note only. For further advice, contact **Christopher Smith** or **Derek McCulloch** in our Corporate Law Department - 0131 225 1677.