
PRACTICE NOTE

PN20/2021

Date: 18 August 2021

Officers' Addresses

Introduction

It is a requirement of the Companies Acts that every company maintains a register of directors and secretaries (Officers), which must include specified details relating to those officers. In certain circumstances those details and any changes in them must be notified to the Companies Registry. This information, and its accuracy, is essential in maintaining a public record of who is managing or controlling a company.

The information about Officers submitted to and kept by the Companies Registry must be consistent with that held by the company and the changes must be notified to us within the prescribed filing period.

This practice note sets out the policies operated by the Companies Registry in relation to the details which must be submitted regarding Officers' addresses. It is intended as a general guide only which must be read in conjunction with the relevant legislation. It does not have any binding force and does not affect any right of appeal against a refusal to register a document under Section 283C of the Companies Act 1931.

Any person requiring further information on this Practice Note should contact the Companies Registry at the below address or seek appropriate legal advice.

Officers Addresses

Section 143(1) of the Companies Act 1931 requires every company to maintain a register of its directors and secretaries containing details as to their Christian name and surname, any former Christian name and/or surname, usual **residential** address, nationality, nationality of origin and business occupation. If the Officer is a company (secretary only), then its corporate name and registered office must be entered.

An increasing number of Officers are not recording their **residential** address, referring instead to an office or business address. This is contrary to Section 143(1) of the Companies Act 1931.

It is incumbent upon every company to ensure the accuracy and completeness of the information in its own register and to keep it up to date at all times. It is also incumbent upon every company to ensure that it obtains the information required to maintain/update the register with the prescribed particulars from the officers.

Companies Registry Policy

The Companies Registry will return for clarification any company document, which it believes does not contain any Officer's usual **residential** address (S.283B (2)(b) CA 1931). Any necessary correction must be made within the prescribed filing period, or a late filing fee may be incurred.

Further information

Our staff will willingly answer general queries by telephone or e-mail but cannot give legal advice. If you require such advice you should consult an Advocate.

The telephone number for the Companies Registry is: 01624 689389

The e-mail address is: companies@gov.im

Statutory forms and practice notes are available free of charge from the website: www.gov.im/categories/business-and-industries/companies-registry

A list of licenced TCSP providers is available on the Isle of Man Financial Services Authority website at <https://www.iomfsa.im/register-search/>.

Details of Isle of Man Advocates are available from the Isle of Man Law Society at:

Tel: +44 (0)1624 662910

E-mail: enquiries@iomlawsociety.co.im

Website: www.iomlawsociety.co.im

Copies of Acts of Tynwald dealt with by the Companies Registry can be found on the following website administered by H.M. Attorney General: <http://www.legislation.gov.im/cms/index.php>

COMPANIES REGISTRY

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Filings Email: companyfilings@gov.im

Website: www.gov.im/categories/business-and-industries/companies-registry