

COMPANIES REGISTRY ELECTRONIC TRANSMISSION OF INFORMATION

Guidance

November 2020

CR2020/002

This Guidance is issued by Companies Registry following the introduction of Electronic Transactions (General) (Amendment) (No.2) Regulations 2020

(<https://www.tynwald.org.im/links/tls/SD/2020/2020-SD-0369.pdf>)

The Regulations provide an alternative method of signing documents and an alternative means of submitting statutory documents to Companies Registry for registration under the Acts.

Copies of the Acts and regulations are available free of charge from the Isle of Man legislation website: <https://www.legislation.gov.im/cms/en/>

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1. Document signing

- 1.1 Where a document is required to be signed by one person only (“signatory”), the requirement may be satisfied if the signatory sends the document with the image of the person’s signature on it electronically to Companies Registry. Verified 3rd party digital or electronic signature solutions will also be accepted.
- 1.2 Where a document is required to be signed by more than one person, the requirement may be satisfied if - the document is signed in the manner referred to in 1.1 above by the 1st signatory and then sent electronically to the 2nd signatory, and where required to any subsequent signatory in the same manner. The last person signing the document, sends the document containing the image of the signature of every person required to sign it to Companies Registry.



1.3 Where there is a requirement for a document to be signed and also witnessed by another person, that requirement is satisfied if the signatory and witness establish an electronic communication between each other, providing the signatory and witness are able to see and hear each other.

2. Document submission and payment of filing fees

2.1 Documents can be presented for registration electronically subject to the following process;

- Each individual document is sent in PDF format (where there are multiple documents required for a registration for example a 1931 Act incorporation, the Memorandum of Association must be a separate document, the Articles of Association must be a separate document, and the Form 1 must be a separate document);
- The documents must be emailed to companyfilings@gov.im
- No more than 10 documents can be attached to a single email.
- Password protected documents cannot be accepted.
- Documents must not exceed 4MB.
- The email sent to submit the document must also be sent all persons who have signed the document.
- Where a statutory fee is required (incorporation, registration, annual returns or late fees), payment can be made either by;
 - (a) Bank transfer (<https://www.gov.im/media/1368638/2023-09-15-companies-registry-bacs-5-180923.pdf>) prior to filing, with evidence of the payment being made included on the email. The document will be determined as being received upon the date of receipt of the email, subject to the successful provision of the payment. or;
 - (b) By debit or credit card. If using this method then please provide a contact telephone number and a team member from Companies Registry will call you to take payment over the telephone. The document will be determined as being received upon the date of receipt of the email, subject to the successful provision of the payment.

- 2.2 Where no registration fee is required, documents will be treated as being received on the date of receipt of the email.
- 2.3 Where a document cannot be accepted for registration under the respective Acts, notification of the same will be sent by email to the original sender of the email.

A handwritten signature in black ink, appearing to read 'Nick Cowell', written in a cursive style.

Nick Cowell

Companies Registry Manager

23rd November 2020