



PRACTICE NOTE

PN20/2014

Date: 23rd Jan 2020

Officers' Addresses

This Practice Note replaces Practice Note 20/2011 "Officers' Addresses" issued on 1st April 2011.

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 above 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 and the e-mail address is: companies.registry@gov.im

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

Forms can also be obtained from legal stationers, accountants, advocates and Corporate Service Providers whose addresses can be found in the business section of the telephone book or at: www.manx-ads.com

A list of Licence holders is available on the web site of the Financial Supervision Authority at www.iomfsa.gov.im/Licenceholders.

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

Isle of Man Law Society
27 Hope Street
Douglas
Isle of Man, IM1 1AR
Telephone: +44 (0)1624 662910
Fax: +44 (0)1624 679232
E-mail: enquiries@iomlawsociety.co.im
Website: www.iomlawsociety.co.im

Documents may be submitted to the Department at any time during office hours 9.00am to 4.30pm Monday to Thursday and Friday 9.15am to 4.00pm over the counter in the Companies Registry.

Submission may also be effected by post or after office hours by way of the letterbox located in the main door of the registries building on Deemsters Walk, Bucks Road, Douglas. Presenters requiring acknowledgement of receipt of a document should provide a stamped self-addressed envelope.

The Companies Registry will remain closed on the first Wednesday of each month until 11.00 hrs for staff training. Documents can still be delivered to the first floor or left in the letterbox.

For the purpose of determining the date of submission of a document, documents submitted after 4.30 p.m. on any working day (Day 1) but before 9.00 a.m. on the following working day (Day 2), will be treated as having been submitted on Day 1. For the avoidance of doubt, documents submitted before 9.00 a.m. on the day immediately following a weekend or Bank Holiday will be treated as having been submitted on the last working day prior to the weekend or Bank Holiday.

It is the responsibility of presenters to ensure that documents arrive in the Companies Registry within the filing periods prescribed.

We are aware that post can on occasion be delayed. However presenters should be aware of that and post documents in plenty of time. The Companies Registry cannot operate a system which allows for such delays as to do so would simply amount to an extension to the filing periods set down by law.

Please note: The Department does not currently accept statutory documents by fax or E-Mail.

COMPANIES REGISTRY

Registries Building
Deemsters Walk, Bucks Road
Douglas
Isle of Man, IM1 3AR

Telephone: +44 (0)1624 689389
E-mail: companies@gov.im
Website: www.gov.im/categories/business-and-industries/companies-registry

