# Department of Economic Development
## COMPANIES REGISTRY

**Requisition for a Certificate of Fact**
(a Summary of Statutory Information of a Company)

**A Certificate of Fact costs £50.00 (48 Hours) per certificate.**
**Or**
**£100 for Priority Service (3 hour) must be ordered before 2.30pm and paid for at time of order.**

Where a request is received for a certificate to be dated on a particular day, this will be classed as a Special request & will require the same payment as a Priority request (£100)

Companies Registry, PO Box 345, St. Georges Court, Upper Church Street, Douglas, Isle of Man
IM99 2QS
Tel: +44 (0) 1624 689389 Email: companies@gov.im

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THE NAME AND NUMBER OF THE COMPANY THE CERTIFICATE OF FACT IS REQUIRED FOR:

……..……

ORDERED BY: ……..

ADDRESS: (if certificate is to be mailed) ……

……

PHONE / FAX NUMBER: …….. DATE: ……..

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The summary will ALWAYS contain the following information:

| | | |
|---|---|---|
| Company Number | Company Name | Incorporation Date |
| Last Annual Return Date | Registered Office | Current Director(s) |
| Current Secretary(ies) | Strike-off Action Pending | Previous Name(s) |
| Appointment of Liquidator/Receiver | Mortgages | |
| No authority to maintain Registered Office | | |

NB: The summary will contain information concerning any matter detrimental to the continued registration of the company.

Shareholders – Please tick here if you require the current shareholders to be shown ☐

**The Certificate will contain the electronic signature of a manager by default. If you require an original signature, please tick here.** ☐

ARE ANY DOCUMENTS WAITING TO BE PROCESSED BEFORE THIS CERTIFICATE CAN BE COMPLETED? If so, please provide details:

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For official use only:
Order Received/Completed by…….. Date……

**A Certificate of Fact costs £50.00 per certificate (48 Hours) – Standard Service**
**Or**
**£100 per certificate (3 Hours) – Priority Service – ordered before 2.30pm and paid for in advance.**

Payment methods:

Cheques must be drawn on a UK clearing bank and made payable to the Isle of Man Government.

Alternatively, please complete the following instruction to debit your credit/debit card: -

**If this request is being sent by post, e-mail or fax, the following section must be completed.**

Please debit my account with the total amount shown: £ ……..……

☐ Mastercard ☐ Switch ☐ Visa Credit/Debit * (* delete which doesn't apply)

☐ Other, please specify …… **Please note we cannot accept American Express**

*A 2% administration charge will be added to all payments by credit card (£1.00 per certificate / £2.00 priority).*

(Official use: Customer informed & agreed 2% administration charge……)

The name of the card issuer: ……..

Start date (debit cards only) /____/____/ Expiry Date (all cards) /___/___/

Signature _____

Card issue number (if present) for Switch and Solo Cards: ……

Card Number ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Security Code ☐☐☐ (This is the Last 3 digits on the back of your card)

Cardholder's name and initial as they appear on the card:

……..

Cardholder's full postal address/statement address (if different to delivery address):

……..

……..

……..

……..