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Article

Are you disclosing all you should, asks Lynda Lawson from Phillips Solicitors?

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by **Lynda Lawson, solicitor specialising in corporate law**

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If you are a limited company or an LLP, you now need to check that you are disclosing certain information on all your order forms, websites and electronic communications. These changes to the existing law have taken effect from 1 January 2007, following the publication of the Companies Act 2006: commencement order and final regulations to implement the First Company Law Amendment Directive.

What you already have to disclose

Under current legislation, companies are required to clearly disclose their name, place of registration, registration number and registered office address on documents such as business letters, notices, official publications, financial documents such as cheques, promissory notes and bills of exchange and in invoices, receipts and letters of credit.

Extras you'll have to disclose under the new legislation

The main change takes account of the rise in electronic communication so your company business information will now have to be included on your website and on business letters sent by email or fax. You'll now have to state your name clearly on order forms and on your websites, plus state place of registration, registered number and registered office details on your website.

Here are four essential steps you should take to comply:

1. Make sure your website and order forms include the company name that is registered at Companies House as well as any trading name

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2. Make sure your website includes details of the place of registration, registered number and registered office details of your company
3. If your company details have been submitted to other websites (such as trade directory sites) and the information is under your company's control, make sure you provide the additional information to those sites.
4. Make sure your email and fax templates (including blackberrys) include the required info.

Lynda Lawson, corporate lawyer at Phillips Solicitors, comments: 'It sounds like red tape gone mad but if you don't comply, watch out for a fine that could be levied on any officer of your company or any person who has authorised the issue of the non-complying document or website!'

Call Lynda on 01256 854627 and visit the website at www.phillips-law.co.uk

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