

Business Stationery

All company stationery including letterheads, invoices, order notes, delivery notes etc, must clearly show all the following information:

- The full registered name of the company including the word “Limited” or its abbreviation “Ltd” (or the equivalent for a Public Limited Company – PLC or Limited Liability Partnership - LLP)
- A statement to the effect: “registered in England”, “registered in England & Wales”, “registered in Scotland” or “registered in Northern Ireland” depending obviously on the place of registration
- The company registration number
- The registered office address, which must be clearly designated as such if different to the trading address. Specific reference to the address as the registered office need not be made if the registered office and trading address are the same, and if this is so, the address need only appear once on the letterhead

In addition:

- It is not necessary to show the names of the directors, but if any are shown, they must all be shown if there are more than one
- all company cheques, promissory notes, bills of exchange etc must show the word “Limited” or the abbreviation “Ltd” or equivalent. Failure in this respect will render the signatory personally liable to the amount of the cheque

Web Sites

The above rules relating to the display of company details and registration information apply equally to all web sites owned and operated by a UK company.

Failure to abide by these rules renders the Directors of the company liable to criminal prosecution and may create a personal liability for those directors in respect of financial commitments and transactions.