

PRACTICE NOTE

January 2024

Requirements re stationery etc and publicity/fundraising materials for: Not for profit companies limited by shares

Pursuant to company law, if your company is a not for profit company limited by shares you must include the following on all correspondence and official documents including letters, invoices, email footers, the company's website and on publicity and fundraising materials:

- the full registered name of the company (irrespective of whether or not the company operates under a "trading as" name);
- the fact that the company is a limited company: usually by setting out the company's full name including 'Limited' or 'Ltd'. (Unlike not for profit companies limited by guarantee, not for profit companies limited by shares are NOT exempt from having "Limited" or "Ltd" in their name. "Limited" or "Ltd" can, however, be omitted from the company's trading name provided that the full name is set out on all relevant documents and communications (see the introductory paragraph above));
- the company's registered number;
- where the company is registered; and
- its registered office address.

If you want to include directors' names, you must list ALL of them.

Below is an example of how you might set out the requisite information:

[Insert full name of company] [Limited][Ltd], registered in England and Wales, company number [insert company number], whose registered office is at [insert address of registered office].

The name and status of the company should also be displayed at its registered office; any other place where it carries on business; or where its statutory registers are available for inspection by the public (except where such address is residential/living accommodation).

IF A COMPANY FAILS TO COMPLY WITH THESE LEGAL OBLIGATIONS, THE COMPANY ITSELF AND EVERY OFFICER OF THE COMPANY MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE.

As well as the above general rules, there may be other legislation and regulations applicable to the company which may then require further disclosure.

This note provides a general summary only and it does not constitute legal advice. It is recommended that specific advice is sought in relation to the particular facts of a given situation.

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