



IDH ACCOUNTANCY.

Notes on Company Registers, Share Certificates and Minutes

“The following notes outline the records that IDH Accountancy Services Ltd recommend that directors of companies should ensure are maintained.” Ifan Lloyd 

Register of Applications & Allotments: whilst there is no legal obligation to keep this register, it provides an important source of reference as to the company's share capital.

Register of Members *: this is a legal requirement and must be kept up to date at all times.

Register of Transfers *: whilst there is no legal obligation to keep this register, it provides useful details regarding the transfer of shares in the company which are vital in future when determining a company's history of share ownership and completing the company's annual return.

Register of Directors *: this is a legal requirement and must be kept up to date at all times.

Register of Directors' Residential Addresses *: this is a legal requirement and must be kept up to date at all times. It is a confidential record and not to be disclosed to third parties without consent of the directors. It must be available to proper authorities on request.

Register of Secretaries *: this is a legal requirement and must be kept up to date at all times.

Register of Mortgages & Charges *: this is a legal requirement and must be kept up to date at all times.

Minutes: a record of the proceedings of General Meetings and Directors' Board Meetings must be kept by the company. Minutes of General Meetings must be kept at the registered office and must be available for inspection by any member of the company on request.

Share Certificates: these documents provide prima facie evidence of title to shares and must be issued to shareholders within two months of the respective allotment or transfer. If the company has a seal, they must be sealed to be valid otherwise they can be executed as a deed. In both circumstances they must be signed by two officers, or where there is only a sole director, a witness must also sign.

*** NOTE:** These registers must be maintained and kept up to date and subject to the rules of the Companies Act, made available for public inspection at either the registered office or a single inspection address (SAIL). If kept at an alternative address, a SAIL notice, form AD02, must be lodged with the Registrar of Companies. The directors are in default and liable to criminal action if this is not lodged within 14 days.

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