



691

CHWP000

This form must be completed for all 'Place of Business' registrations. (See note below for re-registration from a 'Branch')

This form should be completed in black.

Return and declaration delivered for registration of a place of business of an overseas company

(Pursuant to section 691 of the Companies Act 1985)

Previous branch number
(if applicable)

For official use only

Company name

Country of incorporation

Address of place of business in Great Britain

Post town _____

County / Region _____

Postcode _____

Either

Constitution of the company

*(See notes 1 and 2)
(A certified English translation must be included)*

* Delete as applicable

Mark appropriate box(es)

A certified copy of the

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Instrument(s) constituting or defining the constitution of the company; and

A certified translation

* is / are delivered for registration

OR

The company must deliver

certified copies of its constitutional documents (with certified translations), and the particulars of the company's directors and secretary.

However, if the company is closing a branch registration and effecting a place of business registration, it may rely on the documents or the particulars of the directors and secretary previously filed in that part of Great Britain, provided any relevant alterations to those documents have been updated on the register.

The

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The constitutional documents (and a certified translation*)

* and / or

Particulars of the current directors and secretary(ies)

were previously delivered in respect of a branch of the company registered at this registry

Branch

Directors (See notes 3,4 and 5)

Name * Style/Title
Forenames
Surname
* Honours etc
Previous forenames

Previous surname

†† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation, give the registered or principal office address.

Address ††

Date of birth

(See note 5)

Business occupation (if any). If none other directorships.

<input type="checkbox"/> CD	_____
_____	_____
_____	_____
_____	_____
<input type="checkbox"/> AD	_____
_____	_____
Post town	_____
County / Region	_____
Postcode	_____
Country	_____
<input type="checkbox"/> DO	<input type="checkbox"/> NA
<input type="checkbox"/> OC	_____
<input type="checkbox"/> OD	_____
_____	_____

Name * Style/Title
Forenames
Surname
* Honours etc
Previous forenames

Previous surname

†† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation, give the registered or principal office

Address ††

Date of birth

(See note 5)

Business occupation (if any). If none other directorships.

<input type="checkbox"/> CD	_____
_____	_____
_____	_____
_____	_____
<input type="checkbox"/> AD	_____
_____	_____
Post town	_____
County / Region	_____
Postcode	_____
Country	_____
<input type="checkbox"/> DO	<input type="checkbox"/> NA
<input type="checkbox"/> OC	_____
<input type="checkbox"/> OD	_____
_____	_____

* Voluntary details

Company Secretary(ies)

(See notes 4 and 6)

Name

* Style/Title

Forenames

Surname

* Honours etc

Previous forenames

Previous surname

†† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation, give the registered or principal office

Address ††

CS

AD

Post town

County / Region

Postcode

Country

Name

* Style/Title

Forenames

Surname

* Honours etc

Previous forenames

Previous surname

†† Tick this box if the address shown is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985 otherwise, give your usual residential address. In the case of a corporation, give the registered or principal office

Address ††

CS

AD

Post town

County / Region

Postcode

Country

Person(s) authorised

List of some one or more persons resident in Great Britain authorised to accept on the company's behalf services of process and any notice required to be served on it.

* Style/Title

Forenames

Surname

Address

Post town

Country / Region

Postcode

* Voluntary details

Person(s) authorised *(continued)*

List of some one or more persons resident in Great Britain authorised to accept on the company's behalf services of process and any notice required to be served on it.

* Style/Title

Forenames

Surname

Address

Post town _____
Country / Region _____ Postcode _____

* Style/Title

Forenames

Surname

Address

Post town _____
Country / Region _____ Postcode _____

* Style/Title

Forenames

Surname

Address

Post town _____
Country / Region _____ Postcode _____

* Style/Title

Forenames

Surname

Address

Post town _____
Country / Region _____ Postcode _____

* Voluntary details

Notes

- 1** The copy of the instrument constituting or defining the constitution of the company must be certified in the place of incorporation of the company to be a true copy :-
- (a) by an official of the Government to whose custody the original is committed; or
- (b) by a notary public; or
- (c) by an officer of the company on oath taken before:
- (i) a person having authority in that place to administer an oath;
or
- (ii) any of the British officials mentioned in section 6 of the Commissioners for Oaths Act 1889. **3**
- (b) if the translation was made outside the United Kingdom, by
- (i) a notary public;
- (ii) a person authorised in the place where the translation was made to administer an oath;
- (iii) any of the British officials mentioned in section 6 of the Commissioners for Oaths Act 1889;
- (iv) a person certified by a person mentioned above to be known to him to be competent to translate the document into English. **5**
- 'Director' includes any person who occupies the position of a director, by whatever name called. **6**
- 2** The translation of the instrument must be certified to be a correct translation :-
- (a) if the translation was made in the United Kingdom, by
- (i) a notary public in any part of the United Kingdom;
- (ii) a solicitor (if the translation was made in Scotland), a solicitor of the Supreme Court of Judicature of England and Wales (if it was made in England or Wales), or a solicitor of the Supreme Court of Judicature of Northern Ireland (if it was made in Northern Ireland); or
- (iii) a person certified by a person mentioned above to be known to him to be competent to translate
- Show for an individual the full forenames NOT INITIALS and surname together with any previous forenames or surname(s). **4**
- If the director or secretary is a corporation or Scottish firm - show the corporate or firm name on the surname line.
- Give previous forenames or surname except that:
- for a married woman, the name by which she was known before marriage need not be given,
 - names not used since the age of 18 or for at least 20 years need not be given.
- In the case of a peer, or an individual usually known by a British title, you may state the title instead of or in addition to the forenames and surname and you need not give the name by which that person was known before he or she adopted the title or succeeded to it. **9**
- Address:
- Give the usual residential address.
- In the cases of a corporation or Scottish firm give the registered or principal office.
- In the case of an individual who has a business occupation, this occupation should be named. In the case of an individual who has no business occupation but who holds other directorships, particulars should be given of them. **5**
- Where all the partners in a firm are joint secretaries, only the firm name and its principal office need be given. **6**
- Use photocopies of the relevant section(s) of this form to provide details of additional directors, joint secretaries or persons authorised. **7**
- If made in a foreign country the declaration may be made before any British official mentioned in section 6 of the Commissioners for Oaths Act 1889 or, before any person having authority to administer an oath in that country. **8**
- If the company establishes a place of business in England and Wales AND in Scotland whether at the same time or not a separate form must be sent to each Registrar. **9**