

**M** COMPANIES FORM No. 395 **395**

**Particulars of a mortgage or charge**

CHFP000 **A fee of £13 is payable to Companies House in respect of each register entry for a mortgage or charge.**

Please do not write in this margin Pursuant to section 395 of the Companies Act 1985

*Please complete legibly, preferably in black type, or bold block lettering*

To the Registrar of Companies (Address overleaf - Note 6)

For official use Company number

Name of company

Date of creation of the charge

Description of the instrument (if any) creating or evidencing the charge (note 2)

Amount secured by the mortgage or charge

Names and addresses of the mortgagees or persons entitled to the charge

Postcode

Presenter's name address and reference (if any) :

For official Use (02/06) Mortgage Section Post room

Time critical reference

Page 1

Please insert the company number here

Please insert the date of creation of the charge here

Please insert the amount secured by the mortgage or charge here

Please insert the name and address of the chargee or persons entitled to the charge

Please insert the name of the company here

Please insert the description of the instrument creating or evidencing the charge (eg Mortgage, Legal Charge, Debenture etc.) here

Please insert the name and address you would like the Certificate of registration and deed to be returned to

**Please note:** the omission of **any** of the fields indicated in red will automatically result in rejection of the form. If the form is rejected for any of these reasons the form will need to be resubmitted correctly completed within 21 days of the date of creation of the charge or the preceding statement will apply.

- This form **must** be accompanied by an original instrument creating or evidencing the charge.
- **There is a £13 filing fee for each form processed for registration.**
- The correctly completed documents must be presented for registration within 21 days of the date of creation of charge. Please note that unless we receive the correctly completed documents at this office within 21 days of the date of creation, we can only register the charge on the instruction of an Order of Court.
- For further information please see our Guidance Booklets: [GBA8 - Company Charges and Mortgages](#) or [GBA8\(S\) - Company Charges \(Scotland\)](#)

Short particulars of all the property mortgaged or charged

Please do not write in this margin  
**Please complete legibly, preferably in black type, or bold block lettering**

Particulars as to commission allowance or discount (note 3)

---

Signed \_\_\_\_\_ Date \_\_\_\_\_

on behalf of [company][mortgagee/chargee]†

**Notes**

- 1 The original instrument (if any) creating or evidencing the charge, together with these prescribed particulars correctly completed must be delivered to the Registrar of Companies within 21 days after the date of creation of the charge (section 395). If the property is situated and the charge was created outside the United Kingdom delivery to the Registrar must be effected within 21 days after the date on which the instrument could in due course of post, and if dispatched with due diligence, have been received in the United Kingdom (section 398). A copy of the instrument creating the charge will be accepted where the property charged is situated and the charge was created outside the United Kingdom (section 398) and in such cases the copy must be verified to be a correct copy either by the company or by the person who has delivered or sent the copy to the registrar. The verification must be signed by or on behalf of the person giving the verification and where this is given by a body corporate it must be signed by an officer of that body. A verified copy will also be accepted where section 398(4) applies (property situate in Scotland or Northern Ireland) and Form No. 398 is submitted.
- 2 A description of the instrument, eg "Trust Deed", "Debenture", "Mortgage", or "Legal charge", etc, as the case may be, should be given.
- 3 In this section there should be inserted the amount or rate per cent. of the commission, allowance or discount (if any) paid or made either directly or indirectly by the company to any person in consideration of his:
  - (a) subscribing or agreeing to subscribe, whether absolutely or conditionally, or
  - (b) procuring or agreeing to procure subscriptions, whether absolute or conditional,
 for any of the debentures included in this return. The rate of interest payable under the terms of the debentures should not be entered.
- 4 If any of the spaces in this form provide insufficient space the particulars must be entered on the prescribed continuation sheet.
- 5 A fee of £13 is payable to Companies House in respect of each register entry for a mortgage or charge. Cheques and Postal Orders are to be made payable to **Companies House**.
- 6 The address of the Registrar of Companies is: Companies House, Crown Way, Cardiff CF14 3UZ

† delete as appropriate

Page 2

Please insert the short particulars of the assets mortgaged or charged here

Please ignore this field it is now obsolete

Please sign the form here

Please indicate which is applicable

Please date the form here with the date the form was signed

**Please note:** the omission of **any** of the fields indicated in red will automatically result in rejection of the form. If the form is rejected for any of these reasons the form will need to be resubmitted correctly completed within 21 days of the date of creation of the charge of the preceding statement will apply.

**Please note:** the omission of the signature will also result in the automatic rejection of the form, however this **by itself** is not subject to the 21 day filing period.

- The correctly completed documents must be presented for registration within 21 days of the date of creation of the charge. Please note that unless we receive the correctly completed document at this office within 21 days of the date of this creation, we can only register the charge on the instruction of an Order of Court.