

UK Formations

Offshore Services

Company Secretarial

Searches

Trade Mark Services

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Murphy Thompson Moore LLP
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For more information please
contact us by post at

49 King Street
Manchester
M2 7AY

or call us on
+44 161 835 2080

fax to
+44 161 835 2323

you can email us at
client@mtmlegal.co.uk

or visit our website at
www.mtmlegal.co.uk

Change of Company Name

Introduction

Every United Kingdom registered company must have a name. If you wish to change your company name it is possible to do so as long as the proposed name is available. Changing a company name requires the company, in general meeting of the members to pass a Special Resolution to do so. A fee of £10 is payable to the Registrar of Companies when the Resolution is filed. A Certificate of Change of Name on Incorporation is issued by Companies House.

Procedure

You can instruct Murphy Thompson Moore LLP to prepare all the necessary documents required to change a company name. We can do this for you at the time you purchase a shelf company or at any time during the life of the company. The first thing we will do is to check (if you have not already done so) that the proposed name is available. This name check will be carried out by comparing the proposed name against the index of already registered companies and the proposed names index. If the name is available we will draft (and file in the case of a shelf company you are about to purchase) the Special Resolution changing the company name.

The Meeting

The company must hold a meeting and pass a Special Resolution approving the change of name. The meeting must take place at the end of the requisite notice period. In the case of a Special Resolution this is 28 Days. It may be possible to reduce this period if 95% of the members entitled to attend at the meeting and vote Consent to Short Notice. We will be able to advise you whether or not this procedure is available to you.

Company Secretarial - Company Already Trading

If requested to do so we will draft meeting notices, resolutions and consents. These can be sent to you for execution and retention with the company records, or filing with Companies House as necessary. We will normally reprint the Memorandum and Articles of Association in the new company name.

Company Secretarial – Shelf Companies

Where you purchase a shelf company and request an immediate change of name, we will deal with this for you contemporaneously. We will pass the appropriate resolution altering the company name and file a certified copy at Companies House. We will then reprint the Memorandum and Articles of Association in the new name, and forward these to you with the original resolution. No further action will be required on your part. Once the Certificate of Change of Name on Incorporation arrives from the Registrar we will forward this to the registered office or the address you have asked us to send this to.

Instructions and Fees

To instruct us to change a company name please telephone UK Formations in the first instance. If you are acting on behalf of clients, for an existing company we request that you confirm your instructions to draft the appropriate documentation and forward for execution. In the case of a shelf company purchase, please advise us of the required name. We will carry out an immediate name check. If the name is available and you confirm we should proceed we will act immediately on your instructions. Please note, as with all documents sent to Companies House, once they are “en route” we are unable to recall them. Our fee to process a change of name is £30.