

## General requirements

### 6. Document to be in the form of a template

- (1) Except for articles of association delivered with a company incorporation package (see Rule 7) accounts (see Rule 8), or copy instruments (see Rule 10 (2)), each document must be in the form of the template supplied for that purpose by the Registrar on the website.
- (2) The presenter must complete every data input field in a template unless the field is a non-mandatory one or there is otherwise no legal requirement or authority to provide the information requested.
- (3) Where a document template is used, the document template must be completed on-line while the presenter is logged onto Electronic Filing.

### 7. The company incorporation package

- (1) This Rule applies to a company incorporation package.
- (2) The articles of association are viewed by selecting the "articles of association" link in the incorporation template.
- (3) Model articles can be viewed by selecting the "model articles" link in the incorporation template.
- (4) Articles of association delivered with a company incorporation package (if any) must be authenticated by the initial members on delivery to the Registrar in accordance with Rule 12.

### 8. Accounts

- (1) This Rule applies to company accounts.
- (2) Company accounts may only be delivered using Electronic Filing if they are provided in a compatible PDF file.

### 9. Notice of change of name

A notice of change of name by resolution may only be delivered using Electronic Filing if:

- (a) it is specified where indicated in the relevant template whether the change of name is conditional on the occurrence of an event as contemplated by section 66(2);
- (b) it is accompanied by a copy of the resolution for a change of name in the form of a specified template; and
- (c) the resolution passed by the company is in the form of the resolution set out in that template.

### 10. Charge documents

- (1) A charge document may only be delivered using Electronic Filing if it is accompanied by a copy instrument and the certificate referred to in section 784(3).
- (2) The copy instrument must be in the form of a compatible PDF file uploaded to the website with the charge document.
- (3) The certificate must be in the form of the template supplied for that purpose by the Registrar.
- (4) If the presenter elects to give the certificate under 784(3) using one of the prepopulated statements supplied by the Registrar by way of example in the relevant data input field, the presenter must satisfy himself as to the veracity and

adequacy of the prepopulated statement and amend it as may be necessary before delivering the certificate to the Registrar.