

## Company Trading Disclosures

To improve transparency of business trading new laws were brought in first as [The Companies \(Registrar, Languages and Trading Disclosures\) Regulations 2006](#) and more latterly as [The Companies \(Trading Disclosures\) Regulations 2008](#). There has since been an amendment regarding posting company details on registered premises; [The Companies \(Trading Disclosures\) \(Amendment\) Regulations 2009](#).

Their aim is to ensure it is clear who you are transacting with as a buyer of goods and services whether it is online, by post or at the company's premises. There are specific requirements regarding company stationery, invoices and how the company name is displayed at the premises.

Firstly all displays and disclosures have to be readable with the naked eye. The documentation should give the company's registered number, the registered address and where the company is registered. It should be on all business materials including but not limited to, business letters, official publications, bills of exchange, promissory notes, endorsements, order forms, company cheques, invoices and other demands for payment, receipts and any applications for licences.

Its website and any electronic communications should also have the same information attached for any item deemed as a business correspondence. Technology will probably allow this information to be attached on every email rather than employees to add to particular messages.

A breach of these regulations can result in monetary fines, which rise incrementally according to the length of time during which they are breached.

[Companies Act 2006](#) link to the Act.

[The Companies \(Registrar, Languages and Trading Disclosures\) Regulations 2006](#)

[The Companies \(Trading Disclosures\) Regulations 2008](#)

[The Companies \(Trading Disclosures\) \(Amendment\) Regulations 2009](#)



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CIM members also have access to a legal helpline, for further details visit [MyCIM](#).

This document is for guidance only and should not be used as a substitute for specific legal advice.

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