

## **Companies Act - updating web sites and email footers**

Are you aware that companies in the UK must include certain regulatory information on their web sites and in their email footers before 1st January 2007 or they will breach the Companies Act and risk a fine?

Every company should list its company registration number, place of registration and registered office address on its website.

This information, which must be in legible characters, should also appear on order forms and in emails. Such information is already required on 'business letters' but the duty is being extended to websites, order forms and electronic documents.

### **emails**

It will be sensible for the information to appear in the footer of every email sent from a company. This avoids deciding whether each email constitutes a 'business letter' or not.

### **Web sites**

For web sites the company information does not need to appear on every page. It would be sensible and convenient to include the necessary information on an 'about us', 'legal information' or 'contact' page.

In addition the E-commerce regulations, which are already in force, need to be considered. These regulations apply to nearly all web sites, whether or not they sell on line.

Most of the requirements are those which any legitimate business would take for granted and they are listed below:

- The company name (not necessarily the trading name)
- The geographic address of the company
- The email address of the company
- If the business is a company
  - the registered office address
  - the place of registration and number
- If the business is a member of a trade or professional association, membership details, including any registration number.
- If the business has a VAT number, it should be stated.
- Any prices quoted on a website must be clear and unambiguous and must state whether they are inclusive of VAT and delivery.

**A factsheet produced by Davies-Wise Design Company.**

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