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Information Sheet 19/11/2010

Business Letters

The following information must appear on company letters;

- The full name of the company
- The registered number of the company
- The address of the registered office and an indication that that address is the registered office
- The country of registration of the company

For partnerships of 20 partners or less, the names of the partners must all appear together with an address for service of notice. Partnerships of more than 20 may say that a list of the partners is available at a particular address

Business E-Mails

There is no difference between a written letter sent by post and a letter sent by e-mail. There are a number of consequences for failing to abide by the Companies (Trading Disclosures) Regulations (Statutory Instrument 2008/495), the Companies (Trading Disclosures) (Amendment) Regulations 2008 (SI No 218) and the Business Names Act 1985:

- It is a criminal offence both by the company concerned and by the person who authorises the communication on behalf of the company
- If it relates to an order for goods and the company's name is not mentioned in the e-mail, the individual who sent it can be personally liable for the order
- It may be difficult to enforce a contract made where the appropriate information has not appeared on the company's notepaper or in the e-mail (Section 5 Business Names Act 1985)