

Company information on signs and stationery

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There are several requirements that must be taken care of when running a limited company. One of the lesser-known requirements concerns the use of signs, stationery and promotional material.

A company must display a sign showing the company name at its registered office and at any other premises at which the business runs. The sign must be always easy to read and visible not just when the premises are open. If the business is being run from a residential property, the company is exempt and there is no requirement to display a sign.

There are also specific rules for business stationery. This includes the requirement to include the company's name on all company documents, publicity, and letters.

On business letters, order forms and websites, you must show:

- the company's registered number
- its registered office address.
- where the company is registered (England and Wales, Scotland or Northern Ireland)
- the fact that it is a limited company (usually by spelling out the company's full name including 'Limited' or 'Ltd')