



Important Legal Requirements for Websites & Email

Please read the following carefully. If you are a limited company and have a website this information affects you.

- A business is now required to include certain information on their website and all their email communication. Failure to do this breaches the companies Act and could result in a fine.
- Every limited company needs to list its registration number, place of registration and registered office address on its website/s. Any email which could be classed as a "business communication" requires the same information.
- The information on the website does not have to appear on every page, it can appear on the About Us page or as part of the terms and conditions.
- On an email, it is suggested that a standard footer is designed to include the information along with any other standard disclaimer message.

Summary of information required:

The name, geographic address and email address of the company. The company name as well as any trading names must also be stated. If you include a "contact us" form, you must also provide an email address and geographic address somewhere easily accessible on the site. A contact us form on its own is not sufficient.

A PO Box is not considered a geographic address. If the business is a limited company, the registered office address must be included.

The company registration number should be given and, under the Companies Act, the place of registration should be stated (ie. "ABC Limited is a company registered in England and Wales with company number 1234567")

If the business is a member of a trade or professional association, membership details, including any registration number, needs to be provided.

VAT number must be stated if the company is registered for VAT even if the website is not being used as an e-commerce website.

There may be other regulations that apply depending upon whether the company sells direct to consumers or is a B2B company. The above is now a legal requirement for all limited companies. It is also considered best practice for any company or sole trader trading on the web. This legislation comes under the First Company Law Amendment Directive.