

Legal Requirements for a Company Letterhead

In the UK, the **Companies Act 2006** sets out specific legal requirements for company letterheads. Here's what's included:

Mandatory Information for Company Letterheads

1. **Company Name** – Must be exactly as registered with Companies House
2. **Company Registration Number** – The unique number assigned by Companies House
3. **Registered Office Address** – The official address registered with Companies House (even if the company operates from a different address)
4. **Country of Registration** – For example, “Registered in England and Wales” or “Registered in Scotland”

Additional Requirements for Certain Business Types

- **Limited Companies (Ltd / PLC)**
If a company is a limited liability company, it must state this unless its name already includes “Limited” or “Ltd”
- **Sole Traders & Partnerships**
Not legally required to include a registration number, but must display the name of the proprietor(s) and business address
- **LLPs (Limited Liability Partnerships)**
Must include the full name of the LLP and its registered address
- **Directors' Names**
If a director's name is mentioned on the letterhead, all directors must be listed

Other Recommended Information (Not Mandatory)

- **Company logo and branding**
- **Telephone number, email, and website**
- **VAT Number** (if VAT registered) – Required if invoices are being issued
- **Regulatory Bodies** (if relevant) – If the company is a member of a professional body, it may be required to display this

Where These Rules Apply

The legal requirements apply to:

- Printed letterheads
- Digital communications (emails, invoices, order forms, etc.)

Penalties for Non-Compliance

Failure to include the required information may lead to penalties, legal action, or reputational damage.