

David Venus & Company Practice Note

Directors' Residential Addresses - Practical Considerations

Since 1 October 2009, it has been possible for a director and a company secretary to file a service address at Companies House in order to prevent his or her home address appearing on the public record. Although a director still needs to notify Companies House of his or her usual residential address, this is 'protected information', which will not ordinarily be available to the public.



Where a director has registered a service address which is different to his or her residential address, it is essential that the residential address remains confidential and careful consideration should be given as to where else it is disclosed.

Under section 229 of the Companies Act 2006, a copy of every director's service contract, or if the contract is not in writing, a written memorandum setting out the terms of the contract, must be open to inspection by any member of a Company without charge. Ordinarily a service contract would contain details of a director's residential address, therefore before making it available for inspection either the director's consent to the disclosure of this 'protected information' must be obtained or the address must be removed or scored out.

This is particularly important for listed companies which are more likely to receive public scrutiny and must make copies of all service contracts available for inspection by members during normal business hours from the date of issue of the notice of an AGM up until the close of the meeting and for 15 minutes before and during the AGM itself.

If you require further information about service and residential addresses or amendments to a director's service contract please contact Sara Hollowell on 01372 465330 or sara.hollowell@davidvenus.com.

DAVID VENUS & COMPANY, THAMES HOUSE, PORTSMOUTH ROAD, ESHER, SURREY KT10 9AD.
TEL 01372 465330 FAX 01372 463620 DX 36318 ESHER
info@davidvenus.com www.davidvenus.com

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KT10 9AD.

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Tel: 0845 607 6838.