

# Financial Supervision Commission

Companies Registry  
P O Box 345  
Finch Hill House  
Bucks Road, Douglas  
Isle of Man  
IM99 1DT  
Telephone: +44(0) 1624 689300  
Facsimile : +44(0) 1624 689397  
Email: [companies@fsc.gov.im](mailto:companies@fsc.gov.im)

P O Box 58  
Finch Hill House  
Bucks Road, Douglas  
Isle of Man  
IM99 1DT

---

## Practice Note

Practice Note 2/2001

18<sup>th</sup> July 2001

---

### Rejection / Withdrawal of Company Documents

#### Introduction

All company documents submitted to the Financial Supervision Commission are individually scrutinised by the Companies Registry to ensure completeness, compliance with the relevant sections of the Companies Acts and to check that the information in the document accords with information already held by the Companies Registry.

Approximately 18% of all documents received are rejected because they contain an error, are incomplete, are filed without the appropriate fee or require additional documents or information. A small proportion of these documents are returned prior to, or during the examination stage at the specific request of their presenters.

This practice note sets out the policies operated by the Financial Supervision Commission in relation to the rejection and return of company documents. It is intended as a general guide only and must be read in conjunction with the relevant legislation. It does not have any binding force and does not affect any right of appeal.

Any person requiring further information on this Practice Note should contact the Companies Registry, at the above address.

---

#### Rejection of Company Documents

Where a document is deemed unacceptable for filing, the Companies Registry maintains particulars relating to the document. Such particulars include the company name and registered number, the document type, the date of receipt and the date and reason for rejection.

When rejecting a document, the Registry provides written notice setting out the precise reason for rejection.

Rejected documents are returned to the company at the registered office address shown on the company's file at the Companies Registry. However, when the presenter has an address different to that of the registered office, the presenter will be informed that the document has been rejected and returned to the registered office.

In the absence of any prearranged document / correspondence exchange facility, the Companies Registry shall issue written notices of rejection by post.

### **Withdrawal of Company Documents on Request**

Documents, which have not been placed on the public file may, at the discretion of the Financial Supervision Commission, be returned at the specific request of their presenter or the company. **Such requests must be made in writing.**

Withdrawn documents are returned to the company at the registered office address shown on the company's file at the Companies Registry. However, when the presenter has an address different to that of the registered office, the presenter will be informed that the document has been returned to the registered office.

Where a document is to be returned following receipt of a valid request, the Companies Registry shall maintain a copy of the document for administrative purposes.

---

### **283B Power of Financial Supervision Commission to refuse to register or receive documents**

(1) Subject to section 283C, of this Act, a document shall be deemed not to have been submitted under this Act to the Financial Supervision Commission (whether by delivery, filing, production, forwarding, lodging, or otherwise) until the time when it is accepted for registration or otherwise received by the Financial Supervision Commission.

[Subs (1) amended by Companies (Transfer of Functions) Act 2000 Sch 1.]

(2) If in the opinion of the Financial Supervision Commission any document submitted to it under this Act-

- (a) contains any matter contrary to law; or
- (b) does not comply with this Act; or
- (c) has not been duly completed; or
- (d) contains any misdescription or error, or any matter that is not clearly legible; or
- (e) is not accompanied by the correct fee or duty,

it may refuse to accept for registration or otherwise receive the document, and it may request either that the document be appropriately amended or completed and submitted to it again or that a fresh document be submitted in its place or that the document be submitted again with the correct fee or duty.

[Subs (2) amended by Companies (Transfer of Functions) Act 2000 Sch 1 and by Interpretation Act 1976 s 16A.]

(3) The Financial Supervision Commission may require any person who submits a document to it under this Act to produce to the Financial Supervision Commission such other document or to give to the Financial Supervision Commission such information as the Financial Supervision Commission considers necessary in order to form an opinion whether the Financial Supervision Commission may refuse under subsection (2) of this section to accept for registration or to otherwise receive the document.

[S 283B inserted by Companies Act 1986 s 28 and amended by Companies (Transfer of Functions) Act 2000 Sch 1 and by Interpretation Act 1976 s 16A.]