

# COMPANIES (GENERAL PROVISIONS) (JERSEY) ORDER 2002

# Official Consolidated Version

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# COMPANIES (GENERAL PROVISIONS) (JERSEY) ORDER 2002

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# COMPANIES (GENERAL PROVISIONS) (JERSEY) ORDER 2002

**THE ECONOMIC DEVELOPMENT COMMITTEE,** in pursuance of Articles 7, 29, 71, 188 and 219 of the <u>Companies (Jersey) Law 1991</u>, and having consulted the Jersey Financial Services Commission, orders as follows –

Commencement [see endnotes]

# PART 1

#### **PRELIMINARY**

## 1 Interpretation

In this Order, "Law" means the Companies (Jersey) Law 1991.

# PART 2

#### COMPANY FORMATION AND REGISTRATION

#### 2 Statement to be delivered to registrar

In addition to complying with the requirements specified in Article 7 of the Law, the statement to be delivered to the registrar along with the memorandum of association shall contain the following particulars –

- (a) the name of the company;
- (b) whether the company is a public company or a private company; and
- (c) in the case of a public company, particulars of the period to which the first accounts of the company required by Article 104(1) of the Law will relate.

#### **PROSPECTUSES**

# 3 Application<sup>1</sup>

- (1) Except as provided by paragraph (2), this Part applies to a prospectus relating to securities in or membership of a company.
- (2) It does not apply
  - (a) if the company holds a permit as a functionary specified in Group 1 of Part 2 of the Schedule to the Collective Investment Funds (Jersey) Law 1988;
  - (aa) if the company is a certificate holder, within the meaning of the <u>Collective</u> Investment Funds (Jersey) Law 1988;
  - (b) if the company is an unregulated fund within the meaning of the <u>Collective Investment Funds (Unregulated Funds) (Jersey) Order 2008</u>; or
  - (c) to the issue of a document relating to a scheme intended to facilitate or to encourage the holding of shares or debentures in a company by or for the benefit of
    - directors or former directors (which shall be taken to include people performing or who have performed the functions of directors by whatever name called) of the company, the company's subsidiary or holding company or a subsidiary of the company's holding company;
    - (ii) the bona fide employees or former employees of the company, the company's subsidiary or holding company or a subsidiary of the company's holding company; or
    - (iii) the wives, husbands, widows, widowers or minor children or minor step-children of such directors or employees or former directors or employees.<sup>2</sup>

#### 4 Control of borrowing

The provisions of this Part are in addition to and do not derogate from the requirements of the Control of Borrowing (Jersey) Order 1958.

# 5 Circulation of prospectus

- (1) Subject to paragraph (3)
  - (a) no person shall circulate a prospectus in Jersey;
  - (b) no company shall circulate a prospectus outside Jersey; and
  - (c) no company shall procure the circulation of a prospectus outside Jersey, unless the conditions in paragraph (2) are complied with.
- (2) The conditions to which paragraph (1) refers are that
  - (a) the prospectus contains the information specified in Part 1 of the Schedule;
  - (b) the prospectus includes the statements specified in Part 2 of the Schedule;

- (c) there has been delivered to the registrar
  - (i) a copy of the prospectus, signed by or on behalf of all of the directors of the company,
  - (ii) a signed copy of any report included in or attached to the prospectus, and
  - (iii) such other particulars as the registrar may require; and
- (d) the registrar has given consent to the circulation of the prospectus.
- (3) The registrar may give consent to the circulation of a prospectus that does not comply in every respect with the conditions in paragraph (2) if the registrar is satisfied that the deviation from those requirements does not affect the substance of the prospectus and is not calculated to mislead.<sup>3</sup>

#### **ADMINISTRATION**

6 4

#### PART 5

#### WINDING UP OF COMPANIES

### 7 Qualifications of liquidator

- (1) This Article applies to
  - (a) a public company; and
  - (b) a company that is being wound up in accordance with the provisions of Chapter 4 of Part 21 of the Law.
- (2) Subject to paragraph (3), a person is only eligible for appointment as a liquidator of a company to which this Article applies if the person is registered as an approved liquidator and entered on the Register of Approved Liquidators under paragraph (2C).<sup>5</sup>
- (2A) A person is not qualified to be registered as an approved liquidator and entered on the Register of Approved Liquidators under paragraph (2C) unless the person
  - (a) is ordinarily resident in Jersey;
  - (b) is an individual who has the level of experience determined by the Viscount in writing and
    - (i) is licensed in the United Kingdom to act as insolvency practitioner by one of the recognised professional bodies as defined under section 391(8) of the Insolvency Act 1986 c. 45, or
    - (ii) is a member of
      - (A) the Association of Chartered Certified Accountants,

- (B) the Chartered Accountants of Ireland,
- (C) the Institute of Chartered Accountants in England and Wales, or
- (D) the Institute of Chartered Accountants in Scotland; and
- (c) has in place a general bond of £250,000 plus a specific bond of between £5000 and £5,000,000 for each appointment.<sup>6</sup>
- (2B) An individual who is not ordinarily resident in Jersey but is otherwise qualified in accordance with paragraph (2A)(b) and (c) may, together with an individual who is registered as an approved liquidator and entered in the Register of Approved Liquidators under paragraph (2C), be appointed as a liquidator of a company, and the Viscount may, in accordance with this Article, register the individual as a non-Jersey liquidator in the Register of Approved Liquidators.<sup>7</sup>
- (2C) An individual who is qualified under paragraph (2A) to be registered as an approved liquidator or as a non-Jersey liquidator under paragraph (2B) may apply to the Viscount, in the form approved by the Viscount, to be registered or reregistered as an approved liquidator or a non-Jersey liquidator, as the case may be, and entered in the Register of Approved Liquidators.<sup>8</sup>
- (2D) The Viscount must keep and maintain a Register of Approved Liquidators and may upon
  - (a) application under paragraph (2C) by an individual who is qualified to be registered as an approved liquidator under paragraph (2A) or as a non-Jersey liquidator under paragraph (2B); and
  - (b) payment to the Viscount by the individual of the registration or reregistration fee of £800,
  - register the individual as an approved liquidator or non-Jersey liquidator and enter the name of the individual in the Register of Approved Liquidators.<sup>9</sup>
- (2E) The registration of an individual as an approved liquidator or a non-Jersey liquidator under this Article expires after one year and an individual may apply to the Viscount under paragraph (2C) to re-register.<sup>10</sup>
- (2F) A person registered as an approved liquidator or a non-Jersey liquidator under this Article must within 21 days of any change of circumstances which disqualifies the person from meeting the requirements under paragraph (2A) notify the Viscount of the change and the Viscount must cancel the person's registration as an approved liquidator or non-Jersey liquidator and remove the name of the person from the Register of Approved Liquidators.<sup>11</sup>
- (2G) The Viscount must publish the Register of Approved Liquidators kept and maintained under paragraph (2D) online and make the register available for inspection to the public. <sup>12</sup>
- (3) The Viscount is by virtue of the Viscount's office qualified for appointment as a liquidator of a company to which this Article applies.
- (4) A person is disqualified for appointment as a liquidator of a company to which this Article applies if the person is
  - (a) a secretary or an officer or servant of the company, or a partner or employee of such a person; or
  - (b) a person against whom an order under Article 78 of the Law is in force.

- (5) A person is disqualified for appointment as a liquidator of a company to which this Article applies if
  - (a) the person is disqualified under paragraph (4) for appointment as a liquidator of any other body corporate that either is that company's subsidiary or holding company or is a subsidiary of that company's holding company; or
  - (b) the person would be disqualified under paragraph (4) if that body corporate were a company.

# 8 Investigation into conduct of liquidators<sup>13</sup>

- (1) The Viscount may investigate the conduct of a liquidator where
  - (a) the Viscount receives representations (including, but not limited to, complaints) about the exercise of powers, or a failure to exercise powers, by a liquidator and the Viscount is of the opinion that the matter relating to the representations has not been satisfactorily dealt with by the liquidator or within a reasonable timeframe; or
  - (b) it otherwise appears to the Viscount that there are circumstances justifying investigation including circumstances which
    - (i) give rise to concerns on the part of the Viscount about the conduct of the liquidator (including, but not limited to, the level of fees charged or proposed to be charged by a liquidator),
    - (ii) suggest that a liquidator has failed to comply with an order made or directions given by the Court, or
    - (iii) otherwise constitute good reason, in the view of the Viscount, to seek further information about a liquidator's discharge of his or her functions.
- (2) The Viscount may by notice in writing
  - (a) except where the Viscount finds that there is good reason not to do so, inform the liquidator of the representations made under paragraph (1), if any; and
  - (b) require the liquidator to provide such information (including accounts) or documents as may be specified, or as are of such description as may be specified, and such reports as the Viscount may require, from the liquidator as to the exercise of his or her functions, and in either case, may require the liquidator to do so in such a manner and before the end of such reasonable period and at such place as may be specified.
- (3) Where any information or document is provided to the Viscount under paragraph (2)(a), the Viscount may further require such information to be verified, or such document to be authenticated, in such reasonable manner as the Viscount may see fit.
- (4) Nothing in this Order requires the Viscount to investigate, consider or determine any complaint if, in the Viscount's opinion
  - (a) the subject matter of the complaint is trivial; or
  - (b) the complaint is frivolous or vexatious or is not made in good faith.

- (5) A person required under paragraph (2)(b) to submit a report may make an application to the Viscount to request more time for doing so.
- (6) An application under paragraph (5) must
  - (a) state the grounds for requesting more time; and
  - (b) contain, or be accompanied by, such information as the Viscount may reasonably require to determine the application.
- (7) The Viscount may, in response to an application under paragraph (5), grant such extension of time as the Viscount may consider reasonable.
- (8) The Viscount may, at all reasonable times, examine and take copies of any record kept in relation to the liquidator's functions by persons or bodies carrying on the business of providing financial services within the meaning given to that expression by Article 1(1) of the <u>Financial Services Commission (Jersey)</u> Law 1998.
- (9) For the purposes of an investigation into a complaint received by the Viscount, the Viscount may consult such persons, who have expertise in the matter in respect of which the complaint is made, as the Viscount may see fit.
- (10) Where, following an investigation under this Article the Viscount considers it necessary or appropriate to do so, the Viscount may make an application to the Court requesting the exercise, in relation to a liquidator of any of the Court's powers under the Law.
- (11) In considering whether it is necessary or appropriate to make an application under paragraph (10), the Viscount must have regard to
  - (a) the terms of the appointment of the liquidator; and
  - (b) orders or directions given by the Court.
- (12) A liquidator may require the Viscount to reconsider any decision made by the Viscount under this Article in relation to that liquidator.
- (13) The right conferred by paragraph (12) is exercisable by the liquidator giving notice in writing to the Viscount within the period of 21 days beginning with the date on which notice of the decision was given to the liquidator.
- (14) Notice given in accordance with paragraph (13) must
  - (a) state the grounds for the request for reconsideration; and
  - (b) contain, or be accompanied by, any relevant information or documents.
- (15) At any time after receiving the notice and before reconsidering the decision to which it relates, the Viscount may require the liquidator to provide such further information, or to produce such documents, as the Viscount reasonably considers necessary to enable reconsideration of the decision.
- (16) Following reconsideration, the Viscount must give to the liquidator
  - (a) notice in writing of the decision on reconsideration; and
  - (b) if the previous decision is upheld, a statement in writing of the reasons for upholding it.
- (17) The Viscount, or any member of the Viscount's Department is not liable in damages for anything done or omitted in the discharge of or purported discharge of any function under this Order.

- (18) Paragraph (17) does not apply
  - (a) if it is shown that the act was done, or the omission made, in bad faith; or
  - (b) so as to prevent an award of damages made in respect of an act on the ground that the act was unlawful as a result of Article 7(1) of the <u>Human Rights (Jersey) Law 2000</u>.

# 9 Prescribed minimum liquidated sum<sup>14</sup>

The prescribed minimum liquidated sum under Article 157A of the Law is £3,000.

# 9A Statutory demand<sup>15</sup>

A statutory demand under Article 157A(2) of the Law must be in the form set out in Part 3 of the Schedule.

## PART 6

**GENERAL** 

#### 10 Citation

This Order may be cited as the Companies (General Provisions) (Jersey) Order 2002.

# **SCHEDULE**

(Article 5(2))

#### PART 1

#### **INFORMATION TO BE SPECIFIED IN PROSPECTUS**

# 1 Details relating to the offer

There shall be stated –

- (a) the names, occupations and addresses of
  - (i) the offerors or vendors, and
  - (ii) any promoter,

of the securities or membership of the company;

- (b) the terms applicable to the acquiring of the securities or membership of the company, and (if those terms include a price that is payable) the method, time and place of payment;
- (c) the opening and closing dates and times of the offer;
- (d) the minimum amount required to be raised by the offer;
- (e) when and how moneys will be returned in the event of the offer not being completed or any securities applied for not being allotted;
- (f) the anticipated date and forecast amount of the first dividend or interest payment on the securities that are the subject of the offer;
- (g) general particulars of any property that is to be acquired with the proceeds of the offer; and
- (h) in the case of any business that is to be acquired with the proceeds of the offer, the length of time during which that business has been carried on (if more than 2 years from the date of issue of the prospectus).

#### 2 Capital

There shall be stated -

- (a) in the case of a par value company, particulars of the nominal, issued and paid up share capital of the company;
- (b) in the case of a no par value company, particulars of the stated capital;
- (c) in the case of an offer of securities, particulars of the securities that are the subject of the offer; and
- (d) in the case of an invitation to become a guarantor member, particulars of the amount of the guarantee,

together with details of any existing issued securities that are not part of the offer.

### 3 Goodwill, preliminary expenses and benefits

There shall be stated particulars of any amounts to be written off or provided for in respect of goodwill or preliminary expenses, or of any benefit given to a promoter.

#### 4 Contracts

There shall be stated the dates of, parties to and general nature of every material contract, not being –

- (a) a contract entered into in the ordinary course of the business carried on or intended to be carried on by the company; or
- (b) a contract entered into more than 2 years before the date of issue of the prospectus.

#### 5 Interest of directors

There shall be stated –

- (a) full particulars of the nature and extent of the direct or indirect interest in the offer (if any) of every director of the company;
- (b) where the interest of a partner mentioned in sub-paragraph (a) consists of being a partner in a firm, full particulars of the nature and extent of the interest of the firm; and:
- (c) details of all sums paid or agreed to be paid to any such director or firm in cash or shares or otherwise by any person to induce that director to become or to qualify as a director, or otherwise for services rendered by the director or by the firm in connection with the promotion or formation of the company.<sup>16</sup>

### 6 Debentures and loans

There shall be stated details of any subscriptions, allotments or options to be given, or already existing, in respect of any other securities of the company, including any that have a prior right over the securities covered by the offer to a distribution of the company's profits.

# 7 Accounts and reports

The following shall be included in the prospectus –

- (a) a copy of the company's latest accounts accompanied by a report thereon by the company's auditors; and
- (b) any other reports of a specialist nature by any person who could be described as an expert on any aspect of the company's business, identifying any unusual element of risk to the investor.

# 8 Registered office and register of members

There shall be stated the address of the company's registered office and (if different) the address at which its register of members is kept.

## 9 Principal establishments

The location and nature of the company's principal operating establishments shall be stated.

# 10 Directors and secretary

The following shall be stated –

- (a) the names, business occupations (if any) and addresses of the directors or proposed directors of the company; and
- (b) the name, qualifications (if any) and address of the secretary of the company.

#### 11 Advisers

The following shall be stated –

- (a) the name and address of the company's auditors;
- (b) the name and address of the company's legal advisers; and
- (c) the name and address of the company's principal bankers.

#### 12 Additional information

There shall be included any other material information that an investor (including a person who cannot be expected to have any special knowledge of investments of the nature being offered) would reasonably require to enable the person to make an informed judgment about the merits of investing in the securities offered in the prospectus.

#### 13 Date of issue

The date of issue of the prospectus shall be stated.

#### STATEMENTS TO BE INCLUDED IN PROSPECTUS

- 1 The following statements shall be included
  - (a) "A copy of this document has been delivered to the registrar of companies in accordance with Article 5 of the Companies (General Provisions) (Jersey) Order 2002, and the registrar has given, and has not withdrawn, consent to its circulation.";
  - (b) "The Jersey Financial Services Commission has given, and has not withdrawn, its consent under Article 2 of the Control of Borrowing (Jersey)

    Order 1958 to the issue of securities in the company.";
  - (c) "It must be distinctly understood that, in giving these consents, neither the registrar of companies nor the Jersey Financial Services Commission takes any responsibility for the financial soundness of the company or for the correctness of any statements made, or opinions expressed, with regard to it.";
  - (d) "If you are in any doubt about the contents of this document you should consult your stockbroker, bank manager, solicitor, accountant or other financial adviser."; and
  - (e) "The directors of the company have taken all reasonable care to ensure that the facts stated in this document are true and accurate in all material respects, and that there are no other facts the omission of which would make misleading any statement in the document, whether of facts or of opinion. All the directors accept responsibility accordingly.".<sup>17</sup>
- 2 If the prospectus is in respect of the issue of securities, the following statement shall also be included
  - "It should be remembered that the price of securities and the income from them can go down as well as up.".

(Article 9A)

#### STATUTORY DEMAND

Under Article 157A of the <u>Companies (Jersey) Law 1991</u> and Article 9A of the <u>Companies (General Provisions) (Jersey) Order 2002</u>

### Warning

- This is an important document.
   This demand must be dealt with within 21 days after its service upon the Company or a winding-up order could be made in respect of the Company
- Please read the demand and notes carefully.

#### Section 1 - DEMAND

**To** [Insert details of Debtor Company]

Name: (The Company)

[If registered, insert its registered name]

Registered No. :

Address:

[insert its registered office]

This demand is made under Article 157A of the <u>Companies (Jersey) Law 1991</u> and is served on you by the <u>Creditor [insert details of Creditor below]</u>

#### Name:

[If a registered company, insert its registered name; if unregistered, its name; if an individual, their full name]

#### Registered No. (if any):

[If an entity registered in Jersey with the Jersey Financial Services Commission, insert its registered number]

#### Address:

[If registered, insert the registered address; if unregistered, the postal address of any principal residence or principal place of business;]

The creditor claims that the Company owes the sum of £ full details of which are set out in section 2 of this Demand.

#### Notes for Creditor on Section 1

- The person making this demand must complete the whole of sections 1, 2 (including Part B if applicable) and 3 and the authentication (including the date) at the end.
- The Details of Debt (Section 2) must include all the relevant matters listed in the margin notes at Section 2. These should be set out in the order given unless the person completing the demand considers that a different order would be more convenient for the recipient.
- The creditor must give details of an individual with whom the Company can communicate about the Demand in Section 3.
- If the signatory of the demand is an Advocate/Solicitor or other agent of the creditor the name of their firm should be given.

# Section 2 Part A: Details of Debt

#### Notes for Creditor on Section 2 Part A

These details must include the following information:

- The amount of the debt as at the date of this demand.
- How the debt arose such as any cause or consideration given for the debt; the date on which the debt arose should also be included.
- If the demand is based on a judgment or order of a court, details of the judgment or order.
- If the creditor is entitled to the debt by way of assignment, a statement to that effect and that the details of the relevant assignment(s) are given in Part B below (which must then also be filled in).
- If the sums demanded include:
  - a. Any charge by way of interest not previously notified to the company as included in its liability and/or
  - b. Any other charge accruing due from time to time,

each such charge must be separately identified (if claimed) with the amount or rate of the charge and the grounds upon which payment is claimed and the amount claimed for such charges must be limited to that which has accrued due at the date of the demand.

# Part B: [for completion if the creditor is entitled to the debt by way of assignment]

	Name	Date(s) of Assignment
Original Creditor		
Assignees		

#### Section 3

The Company must pay the above debt within 21 days of service of this demand on the Company after which the creditor may make an application to the Royal Court of Jersey to wind up the Company unless the Company offers security for the debt and the creditor agrees to accept security or the Company compounds the debt with the creditor's agreement.

The individual(s) acting for the Creditor to whom any communication regarding this demand may be addressed is/are:

Name	
Address	
Electronic address	
Telephone number	
Reference	

### How to comply with a statutory demand

If the Company wishes to avoid an application for winding up being made against it, it must pay the debt shown in Section 1 above, details of which are set out in Section 2 of this notice, within the period of 21 days after its service upon the Company. Alternatively, the Company can attempt to come to a settlement with the creditor. To do this an officer or representative of the Company should:

- Inform the individual(s) named in Part A above immediately that it is willing
  and able to offer security for the debt to the creditor's satisfaction; or
- Inform the individual(s) named in Part A immediately that it is willing and able to compound for the debt to the creditor's satisfaction.

If the Company disputes the demand in whole or in part, it should contact the individual(s) named in Part A immediately.

REMEMBER The Company only has 21 days after the date of service on it of

this document before the creditor may apply to the Royal Court

of Jersey to wind up the Company.

NOTE: The Company has the right to make an application to the Royal

Court of Jersey for an injunction restraining the creditor from

presenting an application to wind it up.

Authentication:	
Signature of Individual:	
Name (block letters):	
,	
Date:	
Address:	

Telephone No:	
Ref:	
[I, the above-signed, not	being the creditor herein, state as follows:
I am authorised to make	this demand on the creditor's behalf.
My position in/relationsh	nip to the creditor is [insert]
[ [If the creditor is a body am the sole member of	corporate of which the signatory is the sole member] the creditor.

Note: The demand must be dated, and authenticated either by the creditor, or a person authorised to make the demand on the creditor's behalf. A demand which is authenticated by a person other than by the creditor must state that the person is authorised to make this demand on the creditor's behalf and state the person's relationship to the creditor.

# **ENDNOTES**

# **Table of Legislation History**

Legislation	Year and No	Commencement
Companies (General Provisions)	R&O.74/2002	1 September 2002
(Jersey) Order 2002		
Transfer of Functions (Economic	R&O.101/2003	14 October 2003
Development Committee) (Jersey)		
Act 2003		
Companies (General Provisions)	R&O.142/2003	3 December 2003
(Amendment) (Jersey) Order 2003		
Companies (General Provisions)	R&O.30/2008	19 February 2008
(Amendment No. 2) (Jersey) Order		
2008		
Companies (General Provisions)	R&O.49/2008	4 April 2008
(Amendment No. 3) (Jersey) Order		
2008		
Companies (General Provisions)	R&O.151/2008	28 November 2008
(Amendment No. 4) (Jersey) Order		
2008		
Collective Investment Funds	R&O.65/2012	17 November 2012
(Certified Funds – Prospectuses)		
(Jersey) Order 2012		
Companies (General Provisions)	R&O.166/2015	22 December 2015
(Amendment No. 5) (Jersey) Order		
2015		
Financial Services (Disclosure and	R&O.138/2020	6 January 2021 ( <u>R&amp;O.139/2020</u> )
Provision of Information) (Jersey)		
Regulations 2020		
Companies (General Provisions)	R&O.19/2022	1 March 2022
(Amendment No. 6) (Jersey) Order		
2022		

## **Table of Renumbered Provisions**

Original	Current
10	spent, omitted from this revised edition
11	10

# **Table of Endnote References**

 Image: Article 3
 substituted by R&O.151/2008; former Article substituted by R&O.142/2003; amended by R&O.30/2008, R&O.49/2008

 2 Article 3(2)
 amended by R&O.65/2012

 3 Article 5(3)
 amended by R&O.142/2003

 4 Article 6
 deleted by R&O.138/2020

<sup>5</sup> Article 7(2)	substituted by R&O.19/2022
<sup>6</sup> Article 7(2A)	inserted by R&O.19/2022
<sup>7</sup> Article 7(2B)	inserted by R&O.19/2022
<sup>8</sup> Article 7(2C)	inserted by R&O.19/2022
<sup>9</sup> Article 7(2D)	inserted by R&O.19/2022
<sup>10</sup> Article 7(2E)	inserted by R&O.19/2022
<sup>11</sup> Article 7(2F)	inserted by R&O.19/2022
<sup>12</sup> Article 7(2G)	inserted by R&O.19/2022
<sup>13</sup> Article 8	revoked by R&O.166/2015, inserted by R&O.19/2022
<sup>14</sup> Article 9	revoked by R&O.166/2015, inserted by R&O.19/2022
<sup>15</sup> Article 9A	inserted by R&O.19/2022
<sup>16</sup> Schedule Part 1	paragraph 5 amended by R&O.142/2003
<sup>17</sup> Schedule Part 2	paragraph 1 amended by R&O.142/2003
<sup>18</sup> Schedule Part 3	inserted by R&O.19/2022