



Companies House

Guidance on completing paper form

Particulars of a charge subject to which property or undertaking has been acquired (MR02)

April 2015

Guidance for completing paper form: Particulars of a charge subject to which property or undertaking has been acquired (form MR02)

Delivery of documents

Form MR02 should only be used where the date of creation of the original charge is on or after 6 April 2013.

Use the correct form type

[Form MR02](#) for a company registered in England/Wales/Scotland/Northern Ireland
[Form LL MR02](#) for a Limited Liability Partnership

The form must be accompanied by a certified copy of the original written instrument. The certified copy will be retained at Companies House and made available for the public register - do not submit the original written instrument. There is no longer a specified period of time (ie 21 days) for delivering the acquisition.

The form, written instrument and fee must be delivered together - we cannot retain an incomplete application whilst missing documents are submitted and neither can we contact a presenter requesting missing documents.

Company details (section 1)

Enter the company name and number of the company acquiring the property – both must match the name and number held on Companies House records.

Charge creation date (section 2)

Enter the date of creation of the original written instrument

Date property was acquired (section 3)

Enter the date that the property was acquired by the company

Name of persons, security agents or trustees entitled to the charge (section 4)

Enter the name of the person(s) entitled to the charge (the name(s) must accurately reflect the written instrument). If there are more than four names, enter any four of the names and then tick the statement:

“I confirm that there are more than four persons, security agents or trustees entitled to the charge.”

Description (section 5)

Enter a short description of any specified land (including buildings), ship, aircraft or intellectual property that has been charged. If there are a number of plots of land, aircraft, ships and/or intellectual property being charged, you can simply describe some of them in the text field (at least one must be named) and add a statement along the lines of, "for more details of land, ship, aircraft or intellectual property charged please refer to the instrument".

This is the only information that is required in this section; if there is no specified land, ship, aircraft or intellectual property this section must be left blank or denoted None.

Charge or fixed security (section 5)

If the written instrument contains any charging clauses that create a charge or fixed security (other than the charges over land, ship, aircraft or intellectual property which you have detailed in section 4), you must tick the appropriate box.

Floating charge (section 7)

Does the written instrument contain a floating charge? You must tick the appropriate box.

If you have ticked Yes above then does the floating charge cover all the property and undertaking of the company? Tick Yes.

Negative Pledge (section 8)

Does the written instrument have terms that prohibit the chargor from creating any further security that will rank equally with or ahead of the charge? You must tick the appropriate box.

Trustee statement (section 9)

If the chargor is acting as a trustee of the property or undertaking which has been charged then tick the box. (A trustee statement can be filed once a charge has been registered by filing a MR06).

Signature (section 10)

All forms must be signed by a person with an interest in registration of the charge i.e. signed by the company, the lender or by a representative of the company or lender which includes Solicitors/Accountants. It must be a manuscript signature or an automatically generated signature; typeface is not acceptable.

Please note that the MR02 does not provide a section to note the property acquired. This is because the new regulations do not have the provision to specify the property being acquired, so unless the acquired property is specified in the deed it could only be identified in the company or Land Registry records.

Section 1075 Informal Correction of document

Once an application has been received at Companies House we cannot contact a presenter to inform them of any errors; however, under the Companies Act 2006 there is a provision to sign up for our [informal correction procedure](#).

Once signed up if you present an application and we note an error on the particulars of the charge stated on the form (i.e. section 1 – 9 incs.) we will send an email to the email address supplied and await a response.

We cannot email if there is a problem with the deed, the form is not signed or if the registration fee has not been included; errors or omissions of this type are rejected.