

newspaper ran the story and everyone in the town could see that the teacher was the victim of a libel.

**C:** Can we start action immediately? The sooner that this is over the better.

**L:** I have a feeling we won't need to. We'll make some enquiries to find out who the Internet Service Provider is who hosts the website. We'll write to them and to Mr Hetherington and say that if the defamatory comments are removed immediately and there is a public apology then we will be willing to settle out of court.

**C:** Let's do that then. Could you start the process today? I'm not interested in the damages so much as making sure my good reputation is restored. If we can get some money out of him I'll donate all of it to charity, then I'll have a much needed holiday! I would like my legal costs to be covered though. I don't see why I should have to pay for his stupidity.

**L:** Certainly. And don't worry about this. The law in the UK says that once an Internet Service Provider is aware of a defamation they have a legal duty to remove it immediately. If they don't remove it within a reasonable period of time they too can be liable for damages. That rule was established in this country as long ago as 1996. I imagine the Service Provider will insist that it's removed pretty quickly once they receive our letter. Which will hopefully be within a day or two.

**C:** Thank you Miss Reay. You have no idea what a relief this is to me.

**L:** Don't worry Mr Kelly. We're here to help. Let's get some details from you and we can get the ball rolling.

## UNIT 7B THE LANGUAGE OF BUSINESS LAW

### UNIT LISTENING

**L:** Good morning, Mr Craig. I've got all the documents we need here to set up your company. I'll go through them with you and we'll fill them in now, then you'll be able to sign them. First of all, we must complete this form. It's called Form 10 and it gives information about the first directors of the company. First of all, the company name. It's Outland Adventures, isn't it?

**C:** Well, that was the name we were using up to yesterday. But Shane, who is the other person who's setting up this company with me, and I have decided that we want to call it Outback Adventures, to show

that we're specialising in trips to Australia.

**L:** I see. So what we've got to do now is check that the name is available for you.

**C:** How do we do that?

**L:** Oh, it's an easy procedure. We search the register of names to see if the name is already being used. If it is, you won't be able to use it. We can make a search online. Here we are. I'm putting in your proposed name... yes, yes, that's available. Good. Let me write that on Form 10... Outback Adventures Ltd.

**C:** Why have you added Ltd on the end of the name?

**L:** Ltd stands for Limited. If you're setting up a private limited company as you are, then by law the name of the company must end either with the word Limited, or the abbreviation, Ltd.

**C:** I see. What's next?

**L:** I need your registered office address. The registered office is the place where all official documents will be sent, for example, tax documents, and communications from Companies House. Also, if someone sues the company, he or she can send the claim form to the registered office.

**C:** I'll use my home address. It's 15 London Road, Oxtou, Hapshire.

**L:** Hapshire is H-A-P-S-H-I-R-E?

**C:** Exactly.

**L:** And the postcode?

**C:** OX5 4HJ

**L:** OK. The next section is only used if an agent is acting for you, so we don't need to complete it. Next, are the contact details. You can choose if you want to complete this or not. It's so that if the staff at Companies House have any questions about the form, they know who to contact.

**C:** OK, put my name, Peter Craig and my phone number, which is 01482 685341. Then I see the form has a space for DX number. What does DX mean?

**L:** That means document exchange. It's a special type of postal service. Instead of sending letters by the normal postal service, law firms usually use DX – it's quicker and usually cheaper than the ordinary post. I'll leave it blank, as it doesn't affect you. Now, the Company Secretary.

**C:** That's going to be Shane's sister. She works for a big finance company. She's called Alice Bradman, no, wait, that was her maiden name. She got married last year, now she's...let me think... ah yes, Baker. I've got her address

written down – here you are. 64 Green Lane, Lettford. That's with a double T, L-E-double T- F-O-R-D. That's also in Hapshire. Postcode is OX37 3FS.

**L:** And does she prefer Mrs or Ms?

**C:** Better put Ms.

**L:** And when will Ms Baker be able to sign the form?

**C:** She'll be coming in to sign it with Shane at lunchtime today.

**L:** Good. Right the last thing we need is the directors' details. I understand that you and Shane will be the directors? Shane's surname is Bradman isn't it? We have to list the directors in alphabetical order so Shane's details need to go first. It's Shane, spelt S-H-A-N-E and Bradman spelt B-R-A-D-M-A-N, isn't it?

**C:** Yep. He doesn't have a middle name. But he's actually a Dr. He did a PhD degree in ecotourism.

**L:** Right. And his address?

**C:** 87 Hunts Roads, Oxtou, Hapshire, OX2 6GP.

**L:** And what's his date of birth?

**C:** 14 July 1979.

**L:** And his nationality?

**C:** Oh, he's an Aussie.

**L:** OK, let me just write that. There, Australian. And his business occupation is...?

**C:** Put down travel consultant.

**L:** And finally, has he been a director of any other company in the last five years?

**C:** No.

**L:** Thank you. Now I need your details, Mr Craig. I've got your name and address.

**C:** Yes, except my middle name. That's Robert.

**L:** And your birthday?

**C:** 21 November 1978.

**L:** And your nationality is British?

**C:** Yes.

**L:** Now we have to complete your business occupation.

**C:** Oh, put Managing Director. That sounds very important!

**L:** Right, and have you been a director of any other company within the past five years, Mr Craig?

**C:** No.

**L:** Great, that's all done. All it needs for you is to sign just here... and here, where it says signed by the subscribers. The subscribers are the first shareholders of the company. Good. And Shane and his sister can sign it when they come in.