

# Company Files

## Search Procedure 23

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This Search Procedure will assist you to locate Company files for the companies which are no longer in operation. The registration of companies in Queensland from 1863-1903 was the responsibility of the Companies Office, Brisbane. In 1904 Company Offices were also established in Townsville and Rockhampton.

The company files for all regions (Northern, Central, Southern) in Queensland from 1863-1903, are located under the Companies Office, Brisbane. From 1904 the company files were listed under the separate registries - Brisbane, Rockhampton and Townsville. Queensland State Archives does not hold company files for Rockhampton after 1904. Also, there are many gaps in company files holdings and not all files can be located at Queensland State Archives. Please refer to [Brief Guide 7: Company Records](#) for further details.

This Search Procedure is divided into 3 parts:

1. Part 1: Companies Office, Brisbane
2. Part 2: Companies Office, Rockhampton
3. Part 3: Companies Office, Townsville

### **Before you start you will need:**

- (a) The name of the company **or**;
- (b) The book number and the file number **or**;
- (c) For some files from 1907 the file number & the year of registration.

## PART 1: COMPANIES OFFICE, BRISBANE

From the left side of the table below identify the company registration year. Then follow the instructions from the right side of the table.

DATE RANGE	INSTRUCTIONS
1861-1982	<ol style="list-style-type: none"> <li>1. Go to a computer to request the file you need via <a href="#">ArchivesSearch</a>. Click open "Basic Search" on the left-hand side of the screen.</li> <li>2. Enter the name of the company (e.g. John Hill Pty Ltd) in to the "Search for" box.</li> <li>3. Then select "The exact phrase" from the "Using" box below and press "Enter" or click on "Search" to get the "Search Result Summary".</li> <li>4. Click open "View Results" to get the Item Search Results.</li> <li>5. Click open item to get the Item Details. Then enter Researcher ID &amp; Table No &amp; click on "Print Request Slip" to order the item.</li> </ol> <p>Please note: <b>not all companies are listed by name in <a href="#">ArchivesSearch</a></b>. If the search for company name is not successful, then follow the instructions below.</p>
1863 – 1906	<ol style="list-style-type: none"> <li>1. Go to a computer to access the online index on QSA website - Companies: <a href="http://www.archives.qld.gov.au/research/indexes.asp">http://www.archives.qld.gov.au/research/indexes.asp</a></li> <li>2. Find the company name &amp; make a note of the <b>Book Number</b> &amp; the <b>File Number</b>.</li> <li>3. To find the file, go to: <a href="http://www.archivessearch.qld.gov.au">http://www.archivessearch.qld.gov.au</a></li> <li>4. Click open "Advanced Search"</li> <li>5. Enter <b>Book number</b> (e.g. <b>bk 1</b>) in to the "Search for" box.</li> <li>6. Tick "Items box" in categories and select "The exact phrase" from the "Using" box below.</li> <li>7. Set "Display" at "30" results on each page.</li> <li>8. Click open "Item Search Criteria".</li> <li>9. Enter "<b>8835</b>" in to "Series ID" box.</li> <li>10. Enter the first date of the year of registration in the "Covering from Date" box (eg: 1/1/1864) &amp; the last date of the year of registration in "To Date" box (eg 31/12/1864).</li> </ol>

DATE RANGE	INSTRUCTIONS
	<ol style="list-style-type: none"> <li>11. Press enter or click on "Search" to get the "Item Search Results".</li> <li>12. Select &amp; click open the item with the relevant file number.</li> <li>13. Then enter Researcher ID &amp; Table No &amp; click on "Print Request Slip" to order the item.</li> </ol>
1907 - 1959	<ol style="list-style-type: none"> <li>1. Go to a computer &amp; access the QSA indexes - Companies: <a href="http://www.archives.qld.gov.au/research/indexes.asp">http://www.archives.qld.gov.au/research/indexes.asp</a></li> <li>2. Find the company name &amp; make a note of the <b>File Number</b> &amp; the <b>Registration year</b>.</li> <li>3. To order the file use: <a href="http://www.archivessearch.qld.gov.au">http://www.archivessearch.qld.gov.au</a></li> <li>4. Click open "Advanced Search"</li> <li>5. Enter <b>Registration year</b> of company (e.g. <b>1959</b>) in the "Search for" box.</li> <li>6. Tick "Items box" in categories and select "The exact phrase" from the "Using" box below.</li> <li>7. Set "Display" at "30" results on each page.</li> <li>8. Click open "Item Search Criteria".</li> <li>9. Enter "<b>8835</b>" in to "Series ID" box.</li> <li>10. Press enter or click on "Search" to get the "Item Search Results".</li> <li>11. Select &amp; click open the item with the relevant file number.</li> <li>12. Then enter Researcher ID &amp; Table No &amp; click on "Print Request Slip" to order the item.</li> </ol>

## PART 2: COMPANIES OFFICE, ROCKHAMPTON

From the left side of the table below identify the company registration year. Then follow the instructions from the right side of the table.

DATE RANGE	INSTRUCTIONS
1863 - 1904	Refer to the above Part 1: Companies Office, Brisbane instructions.
1905 onwards	No files held at Queensland State Archives. (Companies Office, Rockhampton was closed & the files were not transferred to QSA)

## PART 3: COMPANIES OFFICE, TOWNSVILLE

From the left side of the table below identify the company registration year. Then follow the instructions from the right side of the table.

DATE RANGE	INSTRUCTIONS
1863 - 1904	<ol style="list-style-type: none"><li>1. Refer to the above Part 1: Companies Office, Brisbane instructions.</li></ol>
1904 - 1963	<ol style="list-style-type: none"><li>1. Go to a computer &amp; access the QSA indexes - Companies: <a href="http://www.archives.qld.gov.au/research/indexes.asp">http://www.archives.qld.gov.au/research/indexes.asp</a></li><li>2. Find the company name &amp; make a note of the <b>registration year</b>.</li><li>3. To order the file use:</li></ol>

<http://www.archivessearch.qld.gov.au>

4. Click open "Advanced Search".
5. Set "Display" at "30" results on each page.
6. Click open "Item Search Criteria".
7. Enter "**7234**" in to "Series ID" box.
8. Enter the first date of registration year (eg: 1/1/1907) in to "Covering from Date" box & last date of the same year (eg: 31/12/1907) in to "To Date" box.
9. Press enter or click on "Search" to get the "Item Search Results".
10. Select & click open the item with the required file number.
11. Then enter Researcher ID & Table No & click on "Print Request Slip" to order the item.

**PLEASE NOTE:** Some company files are missing from the above series. Therefore, not all company files can be located using these procedures.

### **For more information...**

Please see [Queensland State Archives' Brief Guide 7 – Company Records](#)