



Companies House

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RECORDED DELIVERY: KX 5596 6602
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STATUTORY NOTICE - OVERDUE ANNUAL RETURN

The following statutory document(s) is/are overdue and **must** be delivered to Companies House even if your company has not traded.

ANNUAL RETURN(S) DATED 27/05/2016

- Since we sent our previous notice of 05/07/2016 to your registered office the overdue document(s) has/have not been delivered. We stated that we would begin the statutory process (as set out in the 2006 Companies Act) which could lead to the company being removed from the register, if the documents were not delivered within 14 days or we were not notified in writing that the company was still required.
- If you want to keep your company registered you must deliver the overdue document(s) to Companies House within 14 days of this notice.
- If you are unable to meet this deadline you must confirm **in writing** that your company is required (via letter to the above address or e-mail to enquiries@companieshouse.gov.uk). Failure to comply may result in the directors being prosecuted, receiving a criminal record and a potential unlimited fine.
- If you are content for your company to be removed from the register, there is no need to respond to this notice. In this case a notice of intention to remove the company will be published in the London Gazette. A further notice will be published approximately 2 months later at which time the company will be struck-off and dissolved. Please be aware that if we do remove the company your personal obligations as directors would remain and any company bank accounts would be frozen.
- You can deliver your annual return online via our Web Filing service, which has built in checks to ensure that you get it right first time. In order to use the service you need to register for an authentication code which can only be sent by post to the registered office and may take up to five days to arrive. Further information can be found on our website: www.gov.uk/companieshouse.

