

REGISTRAR'S RULES 2009 - CONSOLIDATED VERSION

ARRANGEMENT OF RULES

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[Volume 2](#) - Requirements applicable to documents delivered to the registrar in paper form

[Volume 3](#) - Requirements applicable to a document or part of a document delivered to the registrar on a CD-ROM or DVD-ROM

[Volume 4](#) - Requirements applicable to instructions for the informal correction of a document delivered to the registrar

[Volume 5](#) - Authentication of a certificate sent by the registrar by electronic means

REGISTRAR'S RULES 2009

VOLUME 1

REQUIREMENTS APPLICABLE TO DOCUMENTS DELIVERED TO THE REGISTRAR IN ELECTRONIC FORM

*Made 29th September 2009
Coming into force 1st October 2009*

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The registrar of companies makes the following rules in exercise of the powers conferred by the enactments specified in Schedule 1 to this Volume of the rules.

PART 1 **GENERAL INTRODUCTORY PROVISIONS**

Commencement

1. The rules in this Volume come into force on 1st October 2009.

Application of this Volume

2.(1) The rules in this Volume apply to any document delivered to the registrar in electronic form (other than on a CD-ROM or DVD-ROM) on or after 1st October 2009 unless the document is delivered in pursuance of an obligation arising before that date.

(2) The rules in this Volume apply only to documents delivered in respect of companies, proposed companies, LLPs and proposed LLPs, which are collectively referred to in these rules as “companies (or other bodies).

(3) Other Volumes of the registrar’s rules 2009 cover the following matters-

- (a) Requirements applicable to documents delivered to the registrar in paper form (Volume 2);
- (b) Requirements applicable to a document or part of a document delivered to the registrar on a CD-ROM or DVD-ROM (Volume 3);
- (c) Requirements applicable to instructions for the informal correction of a document delivered to the Registrar (Volume 4)
- (d) Authentication of a certificate sent by the registrar by electronic means (Volume 5)

Transitional interpretation

3. Any reference in these rules to a document delivered to the registrar shall be construed as a reference to a document identified in column 1 of the table in Schedule 1A delivered to the registrar on or after the date listed in column 2 of that table unless the document is delivered in pursuance of an obligation arising before 1st October 2009.

Definitions and general interpretation

4.(1) Defined terms used in this Volume of the rules and their meanings are contained in Schedule 2.

(2) Unless the context otherwise requires, references to sections are to sections of the Companies Act 2006.

(3) In this Volume of the rules-

- (a) any reference to a “rule” or “rules” is a reference to the rules in this Volume of the registrar’s rules 2009 and any reference to a numbered rule, Chapter, Part or Schedule is to the rule, Chapter, Part or Schedule so numbered in this Volume;
- (b) any reference to an Act includes a reference to any subordinate legislation made under that Act
- (c) words in the singular shall include the plural and vice versa and a reference to a gender shall include a reference to all genders.

PART 2

WEBFILING

Chapter 1

General provisions

Application of Part

- 5.(1) This Part applies only to documents delivered to the registrar using webfiling and shall be construed accordingly.
- (2) The documents that may be delivered to the registrar using webfiling are specified in column 1 of the table in Schedule 3 and the legislative provisions under which each of those documents is delivered are specified in column 2 of that table.

Using the webfiling facility

- 6.(1) To deliver a document using webfiling the presenter must:
- (a) register his details with the registrar;
 - (b) have access to the internet;
 - (c) have a password and registered email address;
 - (d) have an authentication code in respect of the company (or other body) whose documents are to be delivered to the registrar;
 - (e) agree to the terms upon which the registrar makes the webfiling facility available for use
- as each of the above requirements is specified in more detail on the website from time to time.
- (2) The presenter agrees that any communication sent to him by the registrar arising out of or in respect of the presenter's use of the webfiling facility may be sent solely in electronic form.

Chapter 2

Form of document

Form of template

- 7.(1) A document delivered to the registrar using webfiling must be in the form of the template supplied for that purpose by the registrar as part of the webfiling facility.
- (2) Column 3 of the table in Schedule 3 identifies the template(s) to be used in respect of the legislative provisions listed in column 2 of that table.
- (3) Where a legislative provision has more than one template, the title of each template will refer to the circumstances in which it is to be used.
- (4) Templates marked with an asterisk in Column 3 of the table in Schedule 3 are partly in Welsh and partly in English and may only be used by Welsh companies.
- (5) Each template contains data input fields each of which is associated with a descriptor indicating the information expected in that data input field and each data input field must be completed unless it is identified in the template as a non-mandatory data field and there is no legal requirement or authority to provide the information.
- (6) Except for the downloadable accounts templates (see Rule 8.(3)) each template must be completed on-line while the presenter is logged onto the webfiling service.
- (7) The form of each template including any guidance notes and notes for completion is shown by way of the screen prints in Schedule 4.
- (8) Subject to rule 7.(9) the registrar may prepopulate one or more data input fields in a template with information derived from other documents delivered in respect of the

Company (or other body) to assist the presenter but in each such instance the presenter must satisfy himself as to the veracity and adequacy of the prepopulated information and amend it as necessary before delivering the document to the registrar. (9) Rule 7.(8) does not apply to the extent that the registrar prepopulates a template in accordance with the presenter's instructions under rule 9.(3)(a).

"(10) A notice of change of name by resolution may only be delivered to the registrar using webfiling if-

- (a) a copy of the special resolution for a change of name is delivered as part of the same template; and
- (b) the resolution passed by the company is in the form of the resolution shown on the relevant page of the template.

Accounts

8.(1) This rule applies only where the document to be delivered to the registrar using webfiling comprises a company's accounts.

(2) The accounts templates are listed in Column 1 of the table in Schedule 3B and a company may only deliver accounts to the registrar in the form of one of these templates if the company or as the case may be its accounts meet the eligibility criteria specified in respect of that template in Column 2 of the table.

(3) Where accounts are to be delivered to the registrar in the form of a downloadable accounts template-

(a) an electronic portable document format (PDF) copy of that template must be downloaded from the website and saved as a file on a computer; and

(b) information must be input into the data input fields on the locally saved copy of that template.

(4) A company may only deliver its accounts to the registrar using webfiling if having been input into the accounts template and viewed as a preview image the form and substance of the document-

(a) is a copy of the annual accounts and reports prepared for the company (in whole or in part); and/or

(b) comprises abbreviated or dormant company accounts prepared for the company together with such additional information as may be required by any enactment to be included on the documents delivered to the registrar.

Chapter 3

Authentication

Authentication of documents other than accounts

9.(1) This rule does not apply to accounts delivered to the registrar using webfiling (see rule 10.).

(2) The presenter must provide the registrar with the registered number and authentication code of the company (or other body) each time he wishes to use webfiling to deliver one or more documents in respect of that company (or other body).

(3) In selecting a template in which to deliver a document in respect of a company (or other body), the presenter instructs the registrar to:

- (a) prepopulate the template with –

- (i) the registered number of that company (or other body); and
 - (ii) the name associated with that registered number on the records held by the registrar in respect of the company (or other body)

by way of authentication on the presenter's behalf; and

(b) electronically tag the document by way of authentication on the presenter's behalf with the authentication code of the company (or other body), such that

the electronic record of the document is indelibly associated with that authentication code.

(4) The presenter of a document must belong to or act under the specific authority of a person who belongs to a category of person specified by the registrar as being permitted to authenticate that document.

(5) Except for the accounts templates, the category of persons permitted by the registrar to authenticate a document is specified on the final page of each template for that document and can be found on the last screen print for each template.

Authentication of accounts

10.(1) This rule applies to accounts delivered to the registrar using webfiling.

(2) The presenter must provide the registrar with the company's registered number and authentication code by means of authentication when he delivers the accounts in the form of the webfiling accounts template to the registrar.

(3) The presenter instructs the registrar to electronically tag the accounts by way of authentication on the presenter's behalf with the company's authentication code, such that the electronic record of the accounts is indelibly associated with that authentication code.

(4) The presenter of a document must act under the specific authority of the company's directors in delivering accounts in the form of the webfiling accounts template.

Personal authentication

11.(1) In addition to any other authentication requirements imposed by these rules a document delivered under the legislative provision identified in column 2 of the table in Schedule 3A in the form of the template identified in column 1 of that table must be authenticated-

(a) where the notification relates to the appointment of a natural person, by that person by means of his personal authentication code; or

(b) where the notification relates to the appointment of a body corporate, by a natural person, authorised to act on behalf of that body, by means of his personal authentication code.

Chapter 4 **Delivery and receipt**

Manner of delivery

12.(1) All documents delivered using webfiling except for accounts must be delivered by selecting the "Submit" radio button found at the end of each template while the presenter is on-line and logged onto the webfiling service.

(2) Accounts delivered using webfiling need not be delivered while the presenter is logged onto the webfiling service but must be delivered using a computer which is connected to the internet.

(3) Accounts are delivered using webfiling:

(a) by selecting the "Submit" radio button found at the end of the locally saved electronic copy of the template (see rule 8.(2));

(b) by supplying the company's registered number and authentication code by means of authentication when prompted (see rule 10.(2)); and

(c) if the accounts are sent in the form of the CH-only shared template by supplying when prompted the presenter's email address.

Receipt

13.(1) Save as provided in rule 13.(2), a document delivered by webfiling is received when it is given an envelope number by the registrar.

(2) An annual return or notice of change of name by resolution delivered by webfiling in respect of which the fee is tendered by credit card, debit card or PayPal is received when it is granted “queued” status by the registrar.

PART 2A WEB INCORPORATION SERVICE

Chapter 1 General provisions

Application of Part

13A.(1) This part applies only to company incorporation packages delivered in electronic form to the registrar using the web incorporation service and shall be construed accordingly.

Using the web incorporation service

13B.(1) A company incorporation package may only be delivered in electronic form to the registrar using the web incorporation service by a registered user of the registrar’s webfiling facility.

(2). The presenter of a company incorporation package is required as a condition of using the web incorporation service to deliver a document to the registrar to register as a user of the registrar’s webfiling facility on behalf of that company by agreeing to-

(a) register his email address and other details with the registrar for the purpose of delivering documents using webfiling;

(b) have a password;

(c) the terms upon which the registrar makes the webfiling facility available for use;

(d) a company authentication code being issued in respect of the company as each of the requirements in (a), (b), (c) and (d) is specified in more detail on the website from time to time.

(3) To deliver a company incorporation package in electronic form to the registrar using the web incorporation service the presenter must-

(a) have access to the internet; and

(b) agree that any communication or document sent to him by the registrar arising out of or in respect of the presenter’s use of the web incorporation service may be sent solely in electronic form.

Chapter 2 Form of document

Form of template

13C.(1) Other than the memorandum of association a company incorporation package delivered to the registrar using the web incorporation service must be in the form of the incorporation template supplied for that purpose by the registrar as part of that service.

(2) The incorporation template must be completed on-line while the presenter is logged onto the web incorporation service.

(3) The form of the incorporation template including any guidance notes and notes for completion is shown by way of the screen prints in Schedule 4B.

(4) The incorporation template contains data input fields each of which is associated with a descriptor indicating the information expected in that data input field and each data input field must be completed unless it is identified in the template as a non-mandatory data field and there is no legal requirement or authority to provide the information.

(5)The registrar may prepopulate one or more data input fields in the incorporation template with information derived from other data input fields in that template to assist the presenter but the presenter must satisfy himself as to the veracity and adequacy of the prepopulated information and amend it as necessary before delivering the document to the registrar.

(6) The memorandum of association can be viewed by selecting the “memorandum of association” link contained in the incorporation template.

(7) The relevant model articles for the company can be viewed by selecting the “model articles” link contained in the incorporation template.

Chapter 3 Authentication

13D.(1) A document required by this Part to be authenticated by means of a personal authentication code must in the case of a body corporate be authenticated by the provision of the personal authentication code of a natural person properly authorised to act on behalf of that body.

(2) Authentication for the purpose of section 8(2) is by each subscriber to the memorandum of association providing his personal authentication code.

(3) A document delivered under section 9(4) must be authenticated by the person to be appointed by means of his personal authentication code.

(4) Where the company incorporation package is to be delivered to the registrar by an agent in accordance with section 9(3) the statement of compliance must be authenticated by the agent by means of his personal authentication code.

(5) Where the company incorporation package is to be delivered by a subscriber each subscriber must instruct the registrar to electronically tag the statement of compliance by way of authentication on his behalf with his personal authentication code such that the electronic record of the statement of compliance is indelibly associated with each subscriber’s personal authentication code.

Chapter 4 Delivery and receipt

Manner of delivery

13E.(1) A company incorporation package in electronic form may only be delivered to the registrar by a subscriber or an agent within the meaning of section 9(3).

(2) The company incorporation package must be delivered by selecting the “Submit” radio button found at the end of the incorporation template while the presenter is on-line and using the web incorporation service.

Receipt

13F.(1) Subject to (2) a company incorporation package delivered to the registrar in electronic form using the web incorporation service is received when it is granted an envelope number by the registrar.

(2) A company incorporation package delivered to the registrar in electronic form using the web incorporation service in respect of which the fee is tendered by credit card, debit card or PayPal is received when it is granted “queued” status by the registrar.

PART 3 **SOFTWARE FILING**

Chapter 1 **General provisions**

Application of Part

- 14.(1) Subject to rule 14.(3) this Part applies only to documents delivered to the registrar using software filing and shall be construed accordingly.
- (2) The documents that may be delivered using software filing are specified in column 1 of the table in Schedule 5 and the legislative provisions under which each of those documents is delivered are specified in column 2 of that table.
- (3) This Part does not apply to documents delivered to the registrar using the HMRC joint filing template (see Part 4).

Using the software filing facility

15.(1) To deliver an incorporation package to the registrar using software filing incorporation the agent must-

- (a) register his details with the registrar;
- (b) have an XML account with the registrar;
- (c) have access to appropriate hardware and software;
- (d) have a valid presenter authentication code;
- (e) agree to the terms upon which the registrar makes the software filing facility available for use

as each of the above requirements is specified in more detail on the website from time to time.

(2) To deliver a document other than an incorporation package to the registrar using software filing the presenter must-

- (a) register his details with the registrar;
- (b) have an XML account with the registrar
- (c) have access to appropriate software and hardware;
- (d) have a valid authentication code in respect of the company (or other body) whose documents are to be delivered to the registrar; and
- (e) agree to the terms upon which the registrar makes the software filing facility available for use

as each of the above requirements is specified in more detail on the website from time to time.

(3) The incorporation agent or presenter agrees that any certificate that the registrar is under a duty to give and any other document or communication required to be sent by the registrar that arises out of or in respect of the use of the software filing facility by the incorporation agent or presenter may be issued and sent solely in electronic form.

Chapter 2 **Form of document**

Documents other than accounts and resolutions

16.(1) This rule applies to documents other than accounts and resolutions.

(2) A document delivered to the registrar using software filing must-

- (a) be in the form of the XML data schema specified by the registrar in respect of that document, a representation of which is shown in Schedule 6;
- (b) incorporate the XML base schema specified by the registrar, a representation of which is shown in Schedule 6; and
- (c) be contained in a GovTalk envelope.”; and

(3) Column 3 of the table in Schedule 5 identifies the XML data schema to be used in respect of each of the documents listed in column 1 of that table.

Accounts

- 17.(1) Accounts delivered to the registrar using software filing must-
- (a) be in the form of an accounts submission; or
 - (b) be eligible iXBRL accounts.
- (2) Accounts delivered to the registrar using software filing must incorporate the XML base schema and be contained in a GovTalk envelope.
- (3) Accounts may only be delivered to the registrar using software filing if they are a copy of all or part of the annual accounts and reports prepared for the company and/or comprise abbreviated accounts prepared for the company together with such additional information as may be required to be or authorised to be delivered to the registrar under an enactment.
- (4) Eligible iXBRL accounts may only be delivered to the registrar using software filing if the presenter has satisfied himself by using the imaging service that the accounts when rendered into human readable form by the registrar will comply with the requirements of rule 17.(3).

Resolutions

- 17A.(1) A resolution may only be delivered to the registrar using software filing if the resolution passed by the company is in the form shown in Part 1 of Schedule 6A.
- (2) A resolution delivered to the registrar using software filing must be accompanied by a notice of change of name.
- (3) The resolution and notice referred to in rule 17A.(2) must-
- (a) be delivered to the registrar as one document, in the form of the combined XML data schema specified by the registrar, a representation of which is shown in Part 2 of Schedule 6A;
 - (b) incorporate the XML base schema; and
 - (c) be contained in a GovTalk envelope.

Chapter 3 **Authentication**

Authentication by the company (or other body)

- 18.(1) This rule applies to documents other than those delivered as part of an incorporation package.
- (2) Other than as set out in Rule 18.(3), a document delivered using software filing must contain by way of authentication the name of the company (or other body), its registered number and its authentication code in conformity with the XML data schema for that document.
- (3) Accounts delivered using software filing must contain by way of authentication on behalf of the company's directors the company's authentication code.
- (4) A person authenticating a document in accordance with rule 18.(2) must belong to or act under the specific authority of a person specified by the registrar as being permitted to authenticate that document and the registrar's requirements in this respect are set out in Schedule 8 which schedule also forms part of the registrar's technical interface specification.

Personal authentication

- 19.(1) This rule applies in addition to any other authentication requirements imposed by the remainder of these rules.

(2) A document required by these rules to be authenticated by means of a personal authentication code must in the case of a body corporate be authenticated by the provision of the personal authentication code of a natural person properly authorised to act on behalf of that body.

(3) In respect of an incorporation package relating to a proposed company-

- (a) a document delivered under section 9(4) must be authenticated by the person to be appointed by the provision of his personal authentication code;
- (b) authentication for the purposes of section 8(2) is by each subscriber to the memorandum of association providing his personal authentication code;
- (c) the statement of compliance delivered under section 9(1) must be authenticated by each subscriber to the memorandum of association by providing his personal authentication code or by the authorised agent of each subscriber by means of that agent's personal authentication code;

each in accordance with the specified XML data schema for incorporation.

(4) A document delivered under section 167 or under section 276 must be authenticated by the person to be appointed by the provision of a personal authentication code in accordance with the relevant XML data schema.

(5) In respect of an incorporation package relating to a proposed LLP-

- (a) a document delivered under section 2(1)(b) of the LLP Act must be authenticated by each subscriber to the incorporation document by providing his personal authentication code; and
- (b) a statement delivered under section 2(1)(c) of the LLP Act must be authenticated by one or more of the persons specified in that sub-section as being entitled to make such a statement by providing his personal authentication code

each in accordance with the relevant XML data schema for incorporation.

(6) For the purposes of section 9(3) of the LLP Act the authentication of a consent to becoming a member or designated member is by means of the provision of the personal authentication code of the person consenting in accordance with the relevant XML schema.

Chapter 4 **Delivery and receipt**

Delivery and receipt

20.(1) To deliver a document or incorporation package using software filing, the presenter or incorporation agent must transmit the following through the XML Gateway as one uninterrupted complete transmission:

- (a) the authenticated document or incorporation package in the correct form;
- (b) the XML base schema; and
- (c) GovTalk envelope.

(2) A document delivered by software filing is received when it is given an envelope number by the registrar.

PART 4 **HMRC JOINT FILING TEMPLATE**

Chapter 1 **General provisions**

Application of Part

21. This Part applies only to documents delivered to the registrar using the HMRC joint filing template.

Using the HMRC joint filing template

22. To deliver a document to the registrar using the HMRC joint filing template the presenter must-

- (a) register his details with the registrar;
- (b) have access to appropriate hardware and software;
- (c) have a valid company authentication code; and
- (d) agree to the terms upon which the Registrar makes the software filing facility available for use in respect of the HMRC joint filing template;

as each of the above requirements is specified in more detail on the website from time to time.

Chapter 2 **Form of document**

Accounts

23.(1) The HMRC joint filing template must only be used by an eligible company for the purpose of delivering accounts to the registrar.

(2) the HMRC joint filing template contains data input fields each of which is associated with a descriptor indicating the information expected in that data input field and to use the template to deliver accounts to the registrar the presenter must complete each data input field unless-

- (a) that data input field is identified in the template as being a non-mandatory data input field; and
- (b) there is no legal requirement or authority to provide the information in question.

(3) Before any information can be input into the data input fields an electronic portable document format (PDF) copy of the template must be downloaded and saved as a file on a computer.

(4) Information must be input into the data input fields on the locally saved copy of the template.

(5) Subject to rule 24.(1) where a data input field on the downloaded copy template is prepopulated with information the presenter must satisfy himself as to the adequacy and veracity of that prepopulated information and amend it as necessary before delivering the document to the registrar.

(6) A company may only deliver its accounts to the registrar using the HMRC joint filing template after it has satisfied itself that the form and substance of the preview document-

- (a) is a copy of the annual accounts and reports prepared for the company (whether in whole or in part); and/or
- (b) comprises abbreviated accounts prepared for the company.

Chapter 3 **Authentication**

Authentication

- 24.(1) The presenter must provide the registrar with the company's registered number and authentication code by means of authentication when he delivers accounts using the HMRC joint filing template to the registrar.
- (2) The presenter instructs the registrar to tag the accounts delivered using the HMRC joint filing template with the company's authentication code such that the electronic record of the accounts is indelibly associated with that authentication code.
- (3) The presenter must act under the specific authority of the company's directors in delivering accounts using the HMRC joint filing template to the registrar.

Chapter 4 **Delivery and receipt**

Manner of delivery

- 25.(1) Accounts must be delivered using the HMRC joint filing template by means of a computer connected to the internet.
- (2) To deliver accounts using the HMRC joint filing template the presenter must-
- (a) select the "submit" radio button found at the end of the locally saved electronic copy of the template (see rule 23.(3));
 - (b) input his email address when prompted;
 - (c) input the company's registered number and authentication code by way of authentication (see rule 24.(1)) when prompted.

Receipt

26. Accounts delivered using the HMRC joint filing template are received when they are given an envelope number by the registrar.

Signed by:

Gareth Jones - Registrar of Companies for England and Wales

Dorothy Blair - Registrar of Companies for Scotland

Helen Shilliday - Registrar of Companies for Northern Ireland

SCHEDULES

Schedule 1- Provisions conferring powers exercised in making these rules

Section 1068(1) to (4)

Section 1071(2)

Section 1115(1)

Section 1117

Section 26 of the Welsh Language Act 1993

Schedule 1A -Transitional arrangements table specifying the date on or after which a document may be delivered to the registrar in electronic form

Format to be used	Date on or after which a document may be delivered to the registrar in electronic format
AP01 - Appointment of director AP01c - Penodiad cyfarwyddwr	1 October 2009
APO2 - Appointment of corporate director AP02c - Penodiad cyfarwyddwr corfforaethol	1 October 2009
AP03- Appointment of secretary AP03c - Penodiad ysgrifennydd	1 October 2009
AP04 - Appointment of corporate secretary AP04c - Penodiad ysgrifennydd corfforaethol	1 October 2009
TM01- Termination of appointment of director TM01c - Terfynu penodiad cyfarwyddwr	1 October 2009
TM02- Termination of appointment of secretary TM02c - Terfynu penodiad ysgrifennydd	1 October 2009
CH01- Change of director's details CH01c - Newid manylion cyfarwyddwr	1 October 2009
CH02- Change of corporate director's details CH02c - Newid manylion cyfarwyddwr corfforaethol	1 October 2009
CH03- Change of secretary's details CH03c - Newid manylion ysgrifennydd	1 October 2009
CH04- Change of corporate secretary's details CH04- Newid manylion ysgrifennydd corfforaethol	1 October 2009
AD01- Change of registered office address AD01c - Newid cyfeiriad y swyddfa gofrestredig	1 October 2009
NM01 – Notice of change of name by special resolution Copy of special resolution agreed and passed by the members to change a company's name	11 October 2010
AR01- Annual return (for made up date before 1 October 2011) AR01c - Ffurflen Flynyddol (ar gyfer ffurflenni a chanddynt ddyddiad diwallu cyn 1 Hydref 2011)	1 October 2009
AR01- Annual return (for made up date on or after 1 October 2011) AR01c - Ffurflen Flynyddol (ar gyfer ffurflenni a chanddynt ddyddiad diwallu o 1 Hydref 2011 neu'n ddiweddarach)	1 October 2011
SH01- Return of Allotments of Shares SH01c- Dychwelyd clustnodiad cyfrannau	1 October 2009
AD02- Notification of single alternative inspection location AD02c- Rhoi gwybod am leoliad unigol archwilio amgen (SAIL)	1 October 2009
AD03- Notification of location of company records to the single alternative inspection	1 October 2009

location AD03c- Newid lleoliad cofnodion y cwmni i'r cyfeiriad unigol archwilio amgen (SAIL)	
AD04- Change of location of company records to the registered office AD04c- Newid lleoliad cofnodion y cwmni i'r swyddfa gofrestredig (SAIL)	1 October 2009
AA01- Change of Accounting Reference Date AA01c- Newid dyddiad cyfeirnod cyfrifeg	1 October 2009
Audit Exempt Abbreviated Accounts	1 October 2009
Audit Exempt Full Accounts (with Abbreviated option)	11 October 2010
Dormant Company Accounts (DCA)	1 October 2009
Web Incorporation (IN01)	6 April 2011
Dormant Company Accounts (DCA) – AA02	21 February 2011
LL AR01 – LLP Annual return	12 August 2010
LL AP01- LLP Appointment of member	12 August 2010
LL AP02- LLP Appointment of corporate member	12 August 2010
LL CH01- LLP Change of members details	12 August 2010
LL CH02- LLP Change of corporate members details	12 August 2010
LL TM01- LLP Termination of appointment of member	12 August 2010
LL AA01- Change of Accounting Reference Date	12 August 2010
LL AD01- LLP Change of RO	12 August 2010
LL AD02- LLP Notification to register a SAIL address for an LLP	12 August 2010
LL AD03- LLP Notification to move register to a SAIL	12 August 2010

**Schedule 2 - Defined terms used in this Volume of the rules and their meanings
(rule 4.(1))**

“abbreviated accounts” has the meaning set out in section 444(3);

“accounts” means a copy of such of a company’s annual accounts and reports and/or abbreviated accounts as are required to be or authorised to be delivered to the registrar under an enactment and which are not excluded accounts;

“accounts submission” means XBRL taxonomy in an approved format;”

“accounts template” means a downloadable accounts template or the web-DCA template and a reference to “accounts templates” may include the web-DCA template and/or any or all of the downloadable accounts templates;

“annual accounts and reports” has the meaning set out in section 471(2) or section 471(3) as circumstances require;

“annual return” means a document delivered pursuant to section 854 in respect of a company or section 854 as applied by the Limited Liability Partnerships (Application of Companies Act 2006) Regulations 2009¹ in respect of an LLP;

“approved format” means the requisite elements selected from Part 2 of Schedule 7 arranged to conform to one of the formats described in Part 1 of Schedule 7;

“authentication code” means a confidential code agreed by the company and the registrar;

“business portal” means any or all of the websites maintained at the URLs-

- (a) <http://www.businesslink.gov.uk/bdotg/action/detail?itemId=1086687162&type=PIP>
- (b) <http://www.business.wales.gov.uk/bdtog/actiondetail?itemId=1086687192&type=PIP&site=230>
- (c) <http://www.bgateway.com/bdotg/action/detail?itemId=1086687162&type=site=202>
- (d) <http://www.nibusinessinfo.co.uk/bdotg/action/detail?itemId=1086687162&type=PIP&site=191>;

“CH-only shared template” means the accounts template identified as Audit Exempt Full Accounts (with Abbreviated Option) in the table in Schedule 3;

“CIC” means a community interest company within the meaning of section 26 of the CIC Act;

“CIC Act” means the Companies (Audit, Investigations and Community Enterprise) Act 2004;

“company” has the meaning given to it in section 1;

“company incorporation package” means an incorporation package in respect of a private company limited by shares-

- (a) that is to adopt relevant model articles upon registration;
- (b) that is not to be registered as a CIC; and

¹ S.I. 2009/1804

(c) whose proposed name is registrable without a names approval;

“document” means information required to be or authorised to be delivered to the registrar under an enactment;

“downloadable accounts template” means any of the templates set out in schedule 4 to be used to deliver accounts to the registrar other than the web-DCA template;

“electronic filing” means webfiling and software filing;

“elements” means a piece of information which is identified in Part 2 of Schedule 7;

“eligible financial information” means financial and reporting information contained in the documents identified in Part 3 of Schedule 7;

“eligible iXBRL accounts” means accounts which contain only eligible financial information supplied using iXBRL in conformity with the UK GAAP taxonomy;”

“envelope number” means a unique electronic identifier which is automatically generated by the registrar’s computer systems;

“excluded accounts” means revised accounts delivered under section 454 or section 456;

“GovTalk envelope” means an XML envelope which is a subset of the UK GovTalk message envelope details of which can be found on the website from time to time;

“HMRC” means HM Revenue & Customs;

“HMRC joint filing template” means the on-line template in the form of the CH-only shared template made available by HMRC for, among other things, the purpose of delivering accounts to the registrar;

“http” means hypertext transfer protocol which is a communications protocol used to transfer or convey information on the world wide web;

“https” is a secure http connection which involves a http interaction over an encrypted secure sockets layer or transport layer security connection;

“incorporation agent” means a person using software filing to deliver an incorporation package to the registrar;”

“incorporation package” means-

(a) in the case of a company the memorandum of association together with the application for registration, the statement of compliance and the other documents required by section 9 to be delivered to the registrar as registration documents; and

(b) in the case of an LLP the documents required by section 2 of the LLP Act to be delivered to the registrar for an LLP to be incorporated;

“incorporation template” means the template to be used to deliver a company incorporation package in electronic form to the registrar using the web incorporation service screen prints of which are in Schedule 4B;”

“imaging service” means the facility offered by the registrar whereby an iXBRL instance document can be tested for the purpose of verifying that it will be an exact copy of an original when rendered into human readable form by the registrar, further details of which are made available from time to time on the website;

“iXBRL” means inline XBRL;

“LLP” means a body corporate incorporated as a limited liability partnership under the LLP Act;

“LLP Act” means the Limited Liability Partnerships Act 2000;

“memorandum of association” has the meaning given in section 8;

“names approval” means an approval under section 54 or section 55 of a consent to the registration of a proposed same name under regulation 8 of the Company and Business Names (Miscellaneous Provisions) Regulations 2008²;”

“personal authentication code” means a code generated in accordance with the specifications of the registrar which is personal to a living individual;

“presenter” means a person using electronic filing to deliver a document other than an incorporation package to the registrar;

“presenter” means a person that delivers a document in electronic form to the registrar;”

“preview image” means the human readable image of a document input into a template which is created by the imaging functionality of that template;

“registered email address” means a current email address registered with the registrar as a contact address for the purpose of communications about electronic filing;

“registrar” has the meaning given in section 1060(3);

“relevant model articles” has the meaning given in section 20;”

“resolution” means an unconditional special resolution for a change of name;”;

“security code” means a data code issued by the registrar;

“template” see rule 7;

“software filing” means the facility whereby a document can be delivered to the registrar by using XML to transmit it through the XML gateway;

“UK GAAP taxonomy” means UK GAAP taxonomy 2009-09-01 which is made available under that name by XBRL UK Limited (see www.xbrl.org/uk/taxonomies for further information);”

“technical interface specification” means a document which contains detailed technical and operational specifications in respect of the systems required to deliver a

² SI 2009/1085

document to the registrar using software filing, a copy of which can be obtained as directed on the website from time to time;

“web-DCA template” means the non-downloadable template identified as WebFiling AA02 in Schedule 4;

“webfiling” means the website facility provided by the registrar whereby a document in electronic form can be delivered on-line to the registrar;

“website” means the website maintained by the registrar at the URL www.companieshouse.gov.uk;

“Welsh company” has the meaning set out in section 88;

“XBRL” means extensible business reporting language;

“XML” means extensible markup language;

“XML account” means a credit account required to be maintained with the registrar as a condition of using software filing;

“XML base schema” means the XML data schema identified as the XML base schema in Schedule 6;

“XML data schema” means any of the registrar’s XML data schemata developed for the purposes of facilitating software filing (see Schedule 6 for representations of their form);

“XML gateway” means the registrar’s https service which allows for the exchange of data using XML.

Schedule 3- Table specifying the documents that may be delivered to the registrar using webfiling and the templates that must be used in respect of them

Documents which may be delivered to the registrar using WebFiling	Legislative provision(s) requiring or authorising the delivery of the document under the Companies Act 2006	Template to be used for WebFiling
Appointment of corporate director (English and Welsh versions)	Section 167 of the Companies Act 2006	Appointment of corporate director – AP02 *Appointment of corporate director/ Penodiad cyfarwyddwr corfforaethol – AP02c
Appointment of corporate secretary (English and Welsh versions)	Section 276 of the Companies Act 2006	Appointment of corporate secretary – AP04 *Appointment of corporate secretary/ Penodiad ysgrifennyd corfforaethol – AP04c
Appointment of natural person as director (English and Welsh versions)	Section 167 of the Companies Act 2006	Appointment of director – AP01 *Appointment of director Penodiad cyfarwyddwr – AP01c
Appointment of natural person as secretary (English and Welsh versions)	Section 276 of the Companies Act 2006	Appointment of secretary – AP03 *Appointment of secretary Penodiad ysgrifennyd – AP03c
Change of corporate director's details (English and Welsh versions)	Section 167 of the Companies Act 2006	Change of corporate director's details – CH02 *Change of corporate director's details/ Newid manylion cyfarwyddwr corfforaethol – CH02c
Change of corporate secretary's details (English and Welsh versions)	Section 167 of the Companies Act 2006	Change of corporate secretary's details – CH04 *Change of corporate secretary's details/ Newid manylion ysgrifennyd corfforaethol – CH04
Change of natural person director's details (English and Welsh versions)	Section 167 of the Companies Act 2006	Change of director's details – CH01 *Change of director's details/ Newid manylion cyfarwyddwr – CH01c
Change of natural person secretary's details (English and Welsh versions)	Section 276 of the Companies Act 2006	Change of secretary's details – CH03 *Change of secretary's details/ Newid manylion

		ysgrifennydd- CH03c
Termination of appointment of director – corporate and natural person (English and Welsh versions)	Section 167 of the Companies Act 2006	Termination of appointment of director – TM01 *Termination of appointment of director/ Terfynu penodiad cyfarwyddwr – TM01c
Termination of appointment secretary – corporate and natural person (English and Welsh versions)	Section 276 of the Companies Act 2006	Termination of appointment of secretary – TM02 *Termination of appointment of secretary/ Terfynu penodiad ysgrifennydd – TM02c
Audit exempt abbreviated accounts	Section 444 of the Companies Act 2006	Audit exempt abbreviated accounts – ABBRV
Dormant company accounts	Section 444 of the Companies Act 2006	Dormant company accounts (never traded) - DCA
WebFiling AA02	Section 444 of the Companies Act 2006	Dormant Company Accounts (DCA) – AA02
Change of accounting reference date (English and Welsh versions)	Section 392 of the Companies Act 2006	Change of accounting reference date – AA01 *Change of accounting reference date/ Newid dyddiad cyfeirnod cyfrifeg – AA01c
Annual return (English and Welsh versions)	Section 854 of the Companies Act 2006	Annual return (for made up date before 1 October 2011) – AR01 * Annual return (for made up date before 1 October 2011) / Ffurflen Flynyddol (ar gyfer ffurflenni a chanddynt ddyddiad diwallu cyn 1 Hydref 2011) - AR01c Annual return (for made up date on or after 1 October 2011) – AR01 * Annual return (for made up date on or after 1 October 2011) / Ffurflen Flynyddol (ar gyfer ffurflenni a chanddynt ddyddiad diwallu o 1 Hydref 2011 neu'n ddiweddarach) – AR01c
Change of registered office address (English and Welsh versions)	Section 87 of the Companies Act 2006	Change of registered office address – AD01 *Change of registered

		office address/ Newid cyfeiriad y swyddfa gofrestredig – AD01c
Change of location of company records to the registered office (English and Welsh versions)	Sections 114, 162, 228, 237, 275, 358, 702, 720, 743, 805, 809, 877, 892 of the Companies Act 2006	Change of location of company records to the registered office (SAIL) – AD04 *Change of location of the company records to the registered office (SAIL)/ Newid lleoliad cofnodion y cwmni i'r swyddfa gofrestredig (SAIL) – AD04c
Notification of single alternative inspection location (English and Welsh versions)	Sections 114, 162, 228, 237, 275, 358, 702, 720, 743, 805, 809, 877, 892 of the Companies Act 2006	Notification of single alternative inspection location (SAIL) – AD02 *Notification of single alternative inspection location (SAIL)/ Rhoi gwybod am leoliad archwilio amgen unigol (SAIL) – AD02c
Change of location of the records to the single alternative inspection location (SAIL) of company (English and Welsh versions)	In accordance with Sections 162,743,877 & 892 of the Companies Act 2006	Change of location of the records to the single alternative inspection location (SAIL) of a company - AD03 *Change of location of the records to the single alternative inspection location (SAIL) of a company/ Newid lleoliad cofnodion y cwmni i'r cyfeiriad unigol archwilio amgen (SAIL)(AD03)
Notice of change of name by special resolution	In accordance with Sections 77(1)(a) & 78(1) of the Companies Act 2006, excluding any change of name made pursuant to S37(1)(a)(iii) of the CIC act form the purpose of becoming a CIC	Notice of change of name by special resolution – NM01
Copy of special resolution agreed and passed by the members to change a company's name	In accordance with Section 30 of the Companies Act 2006	Copy of special resolution
Return of allotment of shares (English and Welsh versions)	Section 555 of the Companies Act 2006	Return of allotment of shares – SH01 *Return of allotment of shares /Dychwelyd

		cyfrannau a glustnodwyd – SH01c
Annual return (LLP)	In accordance with Section 854 of the Companies Act 2006 as applied by Limited Liability Partnerships (Application of Companies Act 2006) Regulations 2009	Annual return – LL AR01
Appointment of member of a Limited Liability Partnership	In accordance with Section 9 of the Limited Liability Partnership Act 2000	Appointment of a Limited Liability Partnership member – LL AP01
Appointment of corporate member of a Limited Liability Partnership	In accordance with Section 9 of the Limited Liability Partnership Act 2000	Appointment of corporate member of a Limited Liability Partnership – LL AP02
Change of member's details of a Limited Liability Partnership	In accordance with Section 9 of the Limited Liability Partnership Act 2000	Change of member's details of a Limited Liability Partnership – LL CH01
Change of corporate member's details of a Limited Liability Partnership	In accordance with Section 9 of the Limited Liability Partnership Act 2000	Change of corporate member's details of a Limited Liability Partnership – LL CH02
Termination of appointment of member of a Limited Liability Partnership	In accordance with Section 9 of the Limited Liability Partnership Act 2000	Termination of appointment of member of a Limited Liability Partnership – LL TM01
Change of accounting reference date	In accordance with Section 392 of the Companies Act 2006 as applied by Limited Liability Partnerships (Accounts and Audit)(Application of Companies Act 2006) Regulations 2008	Change of accounting reference date of a Limited Liability Partnership – LL AA01
Change of registered office address of a Limited Liability Partnership	In accordance with Section 87 of the Companies Act 2006 as applied by the Limited Liability Partnerships(Application of the Companies Act 2006) Regulations 2009	Change of registered office address of a Limited Liability Partnership – LL AD01
Notification of single alternative inspection location (SAIL) of a Limited Liability Partnership (LLP)	In accordance with Sections 162,743,877 & 892 of the Companies Act 2006 as applied by the Limited Liability Partnerships(Application	Notification of single alternative inspection location (SAIL) of a Limited Liability Partnership (LLP)– LL AD02

	of the Companies Act 2006) Regulations 2009	
Change of location of the records to the single alternative inspection location (SAIL) of an LLP (Limited Liability Partnership)	In accordance with Sections 162,743,877 & 892 of the Companies Act 2006 as applied by the Limited Liability Partnerships(Application of the Companies Act 2006) Regulations 2009	Change of location of the records to the single alternative inspection location (SAIL) of an LLP (Limited Liability Partnership - LL AD03
Change of location of the records to the registered office of an LLP (Limited Liability Partnership)	In accordance with Sections 162,743,877 & 892 of the Companies Act 2006 as applied by the Limited Liability Partnerships(Application of the Companies Act 2006) Regulations 2009	Change of location of the records to the registered office of an LLP (Limited Liability Partnership - LL AD04
Audit Exempt Full Accounts (with Abbreviated option)	Section 444 of the Companies Act 2006	Audit Exempt Full Accounts (with Abbreviated option)

Schedule 3A -Table specifying the templates to be used for documents that are required to be authenticated by means of personal authentication by a natural person in accordance with rule 11

Documents which may be delivered to the registrar that are required to be authenticated by means of personal authentication by a natural person	Legislative Provision	Template to be used for webfiling
Appointment of natural person as director (English and Welsh versions)	Section 167 of the Companies Act 2006	Appointment of director – AP01 Penodiad cyfarwyddwr – AP01c
Appointment of natural person as secretary (English and Welsh versions)	Section 276 of the Companies Act 2006	Appointment of secretary – AP03 Penodiad ysgrifennydd – AP03c
Appointment of member of a Limited Liability Partnership	In accordance with Section 9 of the Limited Liability Partnership Act 2000	Appointment of a Limited Liability Partnership member – LL AP01
Change of details of a member of a Limited Liability Partnership	In accordance with Section 9 of the Limited Liability Partnership Act 2000	Change of details of a member of a Limited Liability Partnership – LL CH01

Schedule 3B -Table of accounts templates specifying the eligibility criteria to be satisfied prior to the use of each template in accordance with rule 8.

Accounts template	Eligibility criteria
Audit exempt abbreviated accounts	<p>This accounts format is only suitable for companies that</p> <ul style="list-style-type: none"> • qualify as a small company in relation to that year • have a turnover in that year is not more than £6.5 million, and that its balance sheet total for that year is not more than £3.26 million. • companies limited by shares and where the total issued share capital amounts to 50p or more <p>This template cannot be used for</p> <ul style="list-style-type: none"> • A parent company or subsidiary undertaking (unless dormant for the period during which it was a subsidiary) except where: <ul style="list-style-type: none"> - group qualifies as a small group or would qualify if all the bodies corporate in the group were companies; and turnover for the whole group is not more than £6.5 million net (or £7.8 million gross; and group's combined balance sheet total is not more than £3.26 million net (or £3.9 million gross) • A company where an audit is required by a member or members holding at least 10% of the nominal value of issued share capital or holding 10% of any class of shares; or - in the case of a company limited by guarantee - 10% of its members in number. • A company that is an authorised insurance company, a banking company, an e-money issuer, a MiFID (ie Markets in Financial Instruments Directive) investment firm or a UCITS management company or which carries on insurance market activity, • or special register body as defined in section 117(1) of the Trade Union and Labour Relations (Consolidation) Act 1992 (c. 52) or an employers' association as defined in section 122 of that Act or Article 4 of the Industrial Relations (Northern Ireland)
Dormant company accounts	<p>This accounts format is only suitable for companies that</p> <ul style="list-style-type: none"> • are limited by shares • have never traded • do not have any subsidiaries • are not a charity • are not an authorised insurance company, a banking company, an e-money issuer, a MiFID (ie Markets in Financial Instruments Directive) investment firm or a UCITS management company or which carries on insurance market activity • have a total issued share capital of 50p or more

	<p>This template cannot be used for:</p> <ul style="list-style-type: none"> • accounts prepared in accordance with International Accounting Standards (IAS) or • is a public limited company unless the company is dormant.
WebFiling AA02	<p>This accounts format is only suitable for companies that:</p> <ul style="list-style-type: none"> • are limited by one share class only • have never traded • are not a subsidiary • the only transaction entered in the accounting records of the company is the issue of subscriber shares <p>DO NOT use this form if (at the balance sheet date):</p> <ul style="list-style-type: none"> • the company was a charity • the company was limited by guarantee • the company had no shares • preparing accounts in accordance with International Accounting Standards (IAS)

Schedule 4 - Screen prints of the form of templates to be used in webfiling

The screenshot shows a web-based filing interface. At the top, there's a navigation bar with links for 'My Account Details', 'Current Filings', and 'Log out'. On the right, there are language selection buttons for 'en English' and 'cy Cymraeg'. Below the navigation, there's a 'sign in' link and a 'HELP' link.

The main content area has a 'choose your company' heading. It asks if the user is using WebFiling on behalf of a Company or a Limited Liability Partnership (LLP). There are three fields for input: 'Company Type' (a dropdown menu showing 'Please select'), 'Enter company number' (a text field with '(or LLP number)'), and 'Enter the company authentication code' (another text field). Below these fields, a note says: 'If you are an LLP with a number prefix of NILLP, please view our guidance on [NILLP prefix](#)'. There are two links at the bottom of this section: 'Forgot your authentication code?' and 'Register for an additional company'.

At the bottom left is a 'RETURN TO SIGN IN SCREEN' button, and at the bottom right is a 'CONTINUE' button.

To the right of the main form is a 'Note' sidebar. It contains sections for 'Who can use the service?', 'Company numbers that contain all digits (e.g. 9000012), or are prefixed by NI, R0', 'Scottish companies, can enter the company number with or without the prefix SC.', 'Limited Liability Partnerships (LLP) prefixed by OC, SO or NC.', 'LLPs with a prefix of NILLP can use the service, but are advised to view our guidance on [NILLP prefix](#)', 'Company Type', 'Company Number', and 'Enter the relevant prefix with your company number (e.g. NI4567)'.

Forgotten Authentication Code

My Account Details | View data submitted | Log out

Company Selection

reminder authentication code

Please enter the company number for which you need an Authentication Code reminder.

Company Type:

Enter company number:

[Not sure of the company number?](#)

[Not sure of the company number?](#)

[CANCEL](#) [SUBMIT](#)

Note

Who can use the service?

Data can only be filed using WebFiling for company numbers that contain all digits (eg 9000012), or are prefixed by NI, R0 (e.g.NI4567). Scottish companies can enter the company number with or without a prefix.

Company Type

The 'Company Type' must correspond with the location of the registration location of the company.

England /Wales companies - should select 'England /Wales'.

Scottish companies - should select 'Scotland' and the company type 'SC' will be displayed alongside the company number field.

Northern Ireland companies - should select Northern Ireland - 'NI', unless 'R0' is part of your company number in which case you should select 'Northern Ireland - 'R0'

Depending on your selection company type NI or R0 will be displayed alongside the company number field.

Company Number

Enter the relevant prefix with your company number (e.g. NI4567).

Authentication Code will be sent by post, to the company's registered office address, normally within 5 working days.

[HELP](#)

Register for Additional Company

Company Selection

please enter company number

Please enter the company number for which you need an Authentication Code reminder.

Company Type:

Enter company number:

[Not sure of the company number?](#)

[Not sure of the company number?](#)

[GO BACK](#) [SUBMIT](#)

Note

Who can use the service?

Data can only be filed using WebFiling for company numbers that contain all digits (eg 9000012), or are prefixed by NI, R0 (e.g.NI4567). Scottish companies can enter the company number with or without a prefix.

Company Type

The 'Company Type' must correspond with the location of the registration location of the company.

England /Wales companies - should select 'England /Wales'.

Scottish companies - should select 'Scotland' and the company type 'SC' will be displayed alongside the company number field.

Northern Ireland companies - should select Northern Ireland - 'NI', unless 'R0' is part of your company number in which case you should select 'Northern Ireland - 'R0'

Depending on your selection company type NI or R0 will be displayed alongside the company number field.

Company Number

Enter the relevant prefix with your company number (e.g. NI4567).

[HELP](#)

Category tab

My Account Details | View data submitted | Log out

en English Cymraeg

Menu HELP

Company Number
 Company Name

File Information

- [Category](#)
- [Form Name](#)
- [Form Number](#)
- [Old forms \(288a etc.\)](#)

Company officer details / appointment changes:

- [Appointment of corporate director - AP02](#)
- [Appointment of corporate director - AP02 c \(Welsh form type\)](#)
- [Appointment of corporate secretary - AP04](#)
- [Appointment of corporate secretary - AP04 c \(Welsh form type\)](#)
- [Appointment of director - AP01](#)
- [Appointment of director - AP01 c \(Welsh form type\)](#)
- [Appointment of secretary - AP03](#)
- [Appointment of secretary - AP03 c \(Welsh form type\)](#)
- [Change of corporate director's details - CH02](#)
- [Change of corporate director's details - CH02 c \(Welsh form type\)](#)
- [Change of corporate secretary's details - CH04](#)
- [Change of corporate secretary's details - CH04 c \(Welsh form type\)](#)
- [Change of director's details - CH01 c \(Welsh form type\)](#)
- [Change of director's details - CH03](#)
- [Change of director's details - CH03 c \(Welsh form type\)](#)
- [Termination of appointment of director - TM01](#)
- [Termination of appointment of director - TM01 c \(Welsh form type\)](#)
- [Termination of appointment of secretary - TM02](#)
- [Termination of appointment of secretary - TM02 c \(Welsh form type\)](#)

Annual accounts or change of accounting reference date:

- [Change of accounting reference date - AA01](#)
- [Change of accounting reference date - AA01 c \(Welsh form type\)](#)

These options are for filing directly with Companies House; for financial periods starting on or after 6th April 2008.

- [Audit Exempt Full Accounts \(with Abbreviated Accounts option\) - FULL](#)
- [Dormant Company Accounts \(DCA\) - AA02](#)
- [Audit Exempt Abbreviated Accounts - ABRV](#)

NOTE: Audit Exempt Abbreviated Accounts and Dormant Accounts for financial periods prior to 6th April 2008 are available in the 'Old forms' section (Northern Ireland companies cannot submit the forms in this section).

This option is for joint filing accounts with Companies House and HM Revenue & Customs (HMRC); for financial periods starting on or after 6th April 2008.

- [Joint file accounts with Companies House and HM Revenue & Customs - JOINT](#)

Note: you will be directed to HMRC Online Services to use the above option

Annual Return:

- [Annual Return \(£14 charge\) - AR01](#)
- [Annual Return \(£14 charge\) - AR01 c \(Welsh form type\)](#)

Address details:

- [Change of Registered Office Address - AD01](#)
- [Change of Registered Office Address - AD01 c \(Welsh form type\)](#)
- [Change of location of company records to the registered office \(SAIL\) - AD04](#)
- [Change of location of company records to the registered office \(SAIL\) - AD04 c \(Welsh form type\)](#)
- [Notification of location of company records to the single alternative inspection location \(SAIL\) - AD03](#)
- [Notification of location of company records to the single alternative inspection location \(SAIL\) - AD03 c \(Welsh form type\)](#)
- [Notification of single alternative inspection location \(SAIL\) - AD02](#)
- [Notification of single alternative inspection location \(SAIL\) - AD02 c \(Welsh form type\)](#)

Change of Name:

Standard and same day service information - see notes

- [Change of name standard service \(£8 charge\) - NM01](#)
- [Change of name same day service \(£30 charge\) - NM01](#)

Capital and shareholder details:

- [Return of allotment of shares - SH01](#)
- [Return of allotment of shares - SH01 c \(Welsh form type\)](#)

Other Tasks

- [File for a different company](#)
- [Company registration details](#)
- [View filing summary](#)
- [Order email of current company information](#)

eReminder Status

This company is **registered** to receive email reminders.

[access eReminder service](#)

PROOF Status

This company is **not** currently registered in the PROOF scheme.

[Join PROOF now](#)

Note: applications made in the last 48 hrs may not yet have been applied

Popular Forms

- [Change of Registered Office Address - AD01](#)
- [Appointment of director - AP01](#)
- [Appointment of corporate director - AP02](#)
- [Annual Return \(£14 charge\) - AR01](#)
- [Change of director's details - CH01](#)
- [Change of secretary's details - CH03](#)
- [Termination of appointment of director - TM01](#)
- [Termination of appointment of secretary - TM02](#)

Notes

- [What is a 'c' or 'CYM' form?](#)
Only eligible Welsh companies should submit 'c' forms
- [Only available for completion in English](#)

Fee for change of name

The fee to electronically submit a change of name to Companies House is £8 for standard processing (within 2 days), and £30 using the same-day service (processed the same day if received by 15.00 UK time).

Form Name tab

My Account Details | View data submitted | Log out

en English cy Cymraeg

Menu

Company Number
Company Name

File Information

Category Form Name Form Number Old forms (288a etc.)

Forms by Name:

- [Audit Exempt Abbreviated Accounts - ABBRV](#)
- [Audit Exempt Full Accounts \(with Abbreviated Accounts option\) - FULL](#)
- [Joint file accounts with Companies House and HM Revenue & Customs - JOINT](#)
Note: you will be directed to HMRC Online Services to use the above option
- [Annual Return \(£14 charge\) - AR01](#)
- [Annual Return \(£14 charge\) - AR01 c \(Welsh form type\)](#)
- [Appointment of corporate director - AP02](#)
- [Appointment of corporate director - AP02 c \(Welsh form type\)](#)
- [Appointment of corporate secretary - AP04](#)
- [Appointment of corporate secretary - AP04 c \(Welsh form type\)](#)
- [Appointment of director - AP01](#)
- [Appointment of director - AP01 c \(Welsh form type\)](#)
- [Appointment of secretary - AP03](#)
- [Appointment of secretary - AP03 c \(Welsh form type\)](#)
- [Change of Registered Office Address - AD01](#)
- [Change of Registered Office Address - AD01 c \(Welsh form type\)](#)
- [Change of accounting reference date - AA01](#)
- [Change of accounting reference date - AA01 c \(Welsh form type\)](#)
- [Change of corporate director's details - CH02](#)
- [Change of corporate director's details - CH02 c \(Welsh form type\)](#)
- [Change of corporate secretary's details - CH04](#)
- [Change of corporate secretary's details - CH04 c \(Welsh form type\)](#)
- [Change of director's details - CH01](#)
- [Change of director's details - CH01 c \(Welsh form type\)](#)
- [Change of location of company records to the registered office \(SAIL\) - AD04](#)
- [Change of location of company records to the registered office \(SAIL\) - AD04 c \(Welsh form type\)](#)
- [Change of name same day service \(£30 charge\) - NM01](#)
- [Change of name standard service \(£8 charge\) - NM01](#)
- [Change of secretary's details - CH03](#)
- [Change of secretary's details - CH03 c \(Welsh form type\)](#)
- [Dormant Company Accounts \(DCA\) - AA02](#)
- [Notification of location of company records to the single alternative inspection location \(SAIL\) - AD03](#)
- [Notification of location of company records to the single alternative inspection location \(SAIL\) - AD03 c \(Welsh form type\)](#)
- [Notification of single alternative inspection location \(SAIL\) - AD02](#)
- [Notification of single alternative inspection location \(SAIL\) - AD02 c \(Welsh form type\)](#)
- [Return of allotment of shares - SH01](#)
- [Return of allotment of shares - SH01 c \(Welsh form type\)](#)
- [Termination of appointment of director - TM01](#)
- [Termination of appointment of director - TM01 c \(Welsh form type\)](#)
- [Termination of appointment of secretary - TM02](#)
- [Termination of appointment of secretary - TM02 c \(Welsh form type\)](#)

Other Tasks

- [File for a different company](#)
- [Company registration details](#)
- [View filing summary](#)
- [Order email of current company information](#)

eReminder Status

This company is **registered** to receive email reminders.
[access eReminder service](#)

PROOF Status

This company is **not** currently registered in the PROOF scheme.
[Join PROOF now](#)
Note: applications made in the last 48 hrs may not yet have been applied

Popular Forms

- [Change of Registered Office Address - AD01](#)
- [Appointment of director - AP01](#)
- [Appointment of corporate director - AP02](#)
- [Annual Return \(£14 charge\) - AR01](#)
- [Change of director's details - CH01](#)
- [Change of secretary's details - CH03](#)
- [Termination of appointment of director - TM01](#)
- [Termination of appointment of secretary - TM02](#)

Notes

- [What is a 'c' or 'CYM' form?](#)
Only eligible Welsh companies should submit 'c' forms
- [*Only available for completion in English](#)

Fee for change of name

The fee to electronically submit a change of name to Companies House is £8 for standard processing (within 2 days), and £30 using the same-day service (processed the same day if received by 15:00 UK time).

Form Number tab

My Account Details | View data submitted | Log out

en English cy Cymraeg

Menu HELP

Company Number

Company Name

File Information

Category Form Name Form Number Old forms (208a etc.)

Forms by Number:

- AA01 - Change of accounting reference date
- AA01 c - Change of accounting reference date (Welsh form type)
- AA02 - Dormant Company Accounts (DCA)
- ABRV - Audit Exempt Abbreviated Accounts
- AD01 - Change of Registered Office Address
- AD01 c - Change of Registered Office Address (Welsh form type)
- AD02 - Notification of single alternative inspection location (SAIL)
- AD02 c - Notification of single alternative inspection location (SAIL) (Welsh form type)
- AD03 - Notification of location of company records to the single alternative inspection location (SAIL)
- AD03 c - Notification of location of company records to the single alternative inspection location (SAIL) (Welsh form type)
- AD04 - Change of location of company records to the registered office (SAIL)
- AD04 c - Change of location of company records to the registered office (SAIL) (Welsh form type)
- AP01 - Appointment of director
- AP01 c - Appointment of director (Welsh form type)
- AP02 - Appointment of corporate director
- AP02 c - Appointment of corporate director (Welsh form type)
- AP03 - Appointment of secretary
- AP03 c - Appointment of secretary (Welsh form type)
- AP04 - Appointment of corporate secretary
- AP04 c - Appointment of corporate secretary (Welsh form type)
- AR01 - Annual Return (£14 charge)
- AR01 c - Annual Return (£14 charge) (Welsh form type)
- CH01 - Change of director's details
- CH01 c - Change of director's details (Welsh form type)
- CH02 - Change of corporate director's details
- CH02 c - Change of corporate director's details (Welsh form type)
- CH03 - Change of secretary's details
- CH03 c - Change of secretary's details (Welsh form type)
- CH04 - Change of corporate secretary's details
- CH04 c - Change of corporate secretary's details (Welsh form type)
- FULL - Audit Exempt Full Accounts (with Abbreviated Accounts option)
- JOINIT - Joint file accounts with Companies House and HM Revenue & Customs
Note: you will be directed to HMRC Online Services to use the above option
- NM01 - Change of name standard service (£8 charge)
- NM01 c - Change of name same day service (£30 charge)
- SH01 - Return of allotment of shares
- SH01 c - Return of allotment of shares (Welsh form type)
- TM01 - Termination of appointment of director
- TM01 c - Termination of appointment of director (Welsh form type)
- TM02 - Termination of appointment of secretary
- TM02 c - Termination of appointment of secretary (Welsh form type)

Other Tasks

- File for a different company
- Company registration details
- View filing summary
- Order email of current company information

eReminder Status

This company is registered to receive email reminders.

access eReminder service

PROOF Status

This company is not currently registered in the PROOF scheme.

Join PROOF now

Note: applications made in the last 48 hrs may not yet have been applied.

Popular Forms

- Change of Registered Office Address - AD01
- Appointment of director - AP01
- Appointment of corporate director - AP02
- Annual Return (£14 charge) - AR01
- Change of director's details - CH01
- Change of secretary's details - CH03
- Termination of appointment of director - TM01
- Termination of appointment of secretary - TM02

Notes

- What is a 'c' or 'CYM' form?
Only eligible Welsh companies should submit 'c' forms
- *Only available for completion in English

Fee for change of name

The fee to electronically submit a change of name to Companies House is £8 for standard processing (within 2 days), and £30 using the same-day service (processed the same day if received by 15:00 UK time).

Old forms (288a etc.) tab

My Account Details | View data submitted | Log out

en English cy Cymraeg

Menu HELP

Company Number
Company Name

File Information

Category Form Name Form Number Old forms (288a etc.)

Old forms (288a etc.):

- Annual Return (£14 charge) - 363a
- Annual Return (£14 charge) - 363a(CY/M)
- Appointment of a Corporate Director or Secretary- 288a
- Appointment of a Corporate Director or Secretary - 288a(CY/M)
- Appointment of a Director or Secretary - 288a
- Appointment of a Director or Secretary - 288a(CY/M)
- Change of particulars for director or secretary- 288c
- Change of particulars for director or secretary - 288c(CY/M)
- Return of allotments of shares (excluding non-cash) - 88(2)
- Return of allotments of shares (excluding non-cash) - 88(2)(CY/M)
- Terminating appointment as director or secretary - 288b
- Terminating appointment as director or secretary - 288b(CY/M)
- *Audit Exempt Abbreviated Accounts - ABRV
This option is for filing directly with Companies House only, for financial periods prior to 6th April 2008.
- *Dormant Company Accounts (never traded) - DCA
This option is for filing directly with Companies House only, for financial periods prior to 6th April 2008.

Other Tasks

- File for a different company
- Company registration details
- View filing summary
- Order email of current company information

eReminder Status

This company is registered to receive email reminders.
[access eReminder service](#)

PROOF Status

This company is not currently registered in the PROOF scheme.
[Join PROOF now](#)

Note: applications made in the last 48 hrs may not yet have been applied.

Notes

- What is a 'C' or 'CY/M' form?
Only eligible Welsh companies should submit 'C' forms
- *Only available for completion in English

Fee for change of name

The fee to electronically submit a change of name to Companies House is £8 for standard processing (within 2 days), and £30 using the same-day service (processed the same day if received by 15.00 UK time).

Appointment of corporate director

(AP02) Appointment of corporate director

[HELP](#)

Company Number Company Name	
Details of new corporate director	
Date of appointment (dd/mm/yyyy) <input type="text"/> Name of corporate body or firm <input type="text"/>	
<small>Please provide details of the registered or principle office address of the corporate appointment. See note 1.</small>	
Country <input type="text"/> Please select	<input type="button" value="LOOKUP"/>
Other Country <input type="text"/>	
Postcode <input type="text"/>	
Care of details (only if applicable) <input type="text"/>	
PO Box No (if part of address) <input type="text"/>	
Building Name/No. <input type="text"/>	
Address <input type="text"/>	
Post Town <input type="text"/>	
County/Region <input type="text"/>	
<small>Please provide the full name of the person authorising the appointment of the corporate body or firm. See note 2.</small>	
Forename <input type="text"/>	
Surname <input type="text"/>	
<small>Select the company type you are providing details for. (See note 3.)</small>	
<input type="radio"/> EEA company (provide details in section 1 below) <input type="radio"/> non-EEA company (provide details in section 2 below)	
Section 1 - For EEA companies only (See note 4).	
<small>Details entered below will only be submitted if 'EEA company' is selected above.</small>	
Place where file is kept (including the state) <input type="text"/>	
Registration Number <input type="text"/>	
Section 2 - For non-EEA companies only (See note 5).	
<small>Details entered below will only be submitted if 'non-EEA company' is selected above.</small>	
Details of the legal form of the corporate body or firm <input type="text"/>	
Details of the law by which the corporate body or firm is governed <input type="text"/>	
If applicable, the register in which the corporate body or firm was entered (including the state) <input type="text"/>	
Registration number (if applicable) <input type="text"/>	
<input type="button" value="CANCEL"/>	<input type="button" value="SUBMIT"/>
Other Tasks	
<ul style="list-style-type: none"> <input type="checkbox"/> View current company Appointments <input type="checkbox"/> View company's registered office address 	
Note 1: Registered or principal address	
<small>This address must be a physical location for the delivery or inspection of documents. It cannot be a PO Box number (unless contained within a full address), a DX or LP number.</small>	
<small>This address will appear on the public record.</small>	
Note 2: Person authorising	
<small>The name provided should be that of an authorised signatory of the corporate body being appointed (e.g. director). The individual named is consenting to the appointment on behalf of the corporate body.</small>	
Note 3: Updating EEA / non-EEA details	
<small>See HELP for a list of countries currently comprising the European Economic Area (EEA).</small>	
<small>Details should only be completed for one company type (EEA or non-EEA) not both.</small>	
<small>To update EEA or non-EEA details, first select the button for the company type – see notes for definitions of each company type.</small>	
Note 4: EEA companies (European Economic Area)	
<small>An EEA company is one to which the First Company Law Directive (68/151/EEC) applies. You are required to give details of the register where the company file is kept (including the relevant state). The register (central register, commercial register, company register) is the one mentioned in Article 3 of the Directive.</small>	
<small>The 'Place where the file is kept' and 'Registration Number' must be provided.</small>	
Note 5: non-EEA companies (European Economic Area)	
<small>A non-EEA company is one to which the First Company Law Directive (68/151/EEC) does NOT apply.</small>	

Appointment of corporate secretary

(AP04) Appointment of corporate secretary

HELP

Company Number Company Name		
Details of new corporate secretary		
Date of appointment (dd/mm/yyyy) <input type="text"/> Name of corporate body or firm <input type="text"/>		
<small>Please provide details of the registered or principle office address of the corporate appointment See note 1.</small>		
Country <input type="text" value="Please select"/> Other Country <input type="text"/> Postcode <input type="text"/> <input type="button" value="LOOKUP"/> Care of details (only if applicable) <input type="text"/> PO Box No (if part of address) <input type="text"/> Building Name/No. <input type="text"/> Address <input type="text"/> Post Town <input type="text"/> County/Region <input type="text"/>	Other Tasks <ul style="list-style-type: none"> ▪ View current company Appointments ▪ View company's registered office address 	
Note 1: Registered or principal address <p>This address must be a physical location for the delivery or inspection of documents. It cannot be a PO Box number (unless contained within a full address), a DX or LP number.</p> <p>This address will appear on the public record.</p>		
Note 2: Person authorising <p>The name provided should be that of an authorised signatory of the corporate body being appointed (e.g. director). The individual named is consenting to the appointment on behalf of the corporate body.</p>		
Note 3: Updating EEA / non-EEA details <p>See HELP for a list of countries currently comprising the European Economic Area (EEA).</p> <p>Details should only be completed for one company type (EEA or non-EEA) not both.</p> <p>To update EEA or non-EEA details, first select the button for the company type – see notes for definitions of each company type.</p>		
Note 4: EEA companies (European Economic Area) <p>An EEA company is one to which the First Company Law Directive (68/151/EEC) applies. You are required to give details of the register where the company file is kept (including the relevant state). The register (central register, commercial register, company register) is the one mentioned in Article 3 of the Directive.</p> <p>The 'Place where the file is kept' and 'Registration Number' must be provided.</p>		
Note 5: non-EEA companies (European Economic Area) <p>A non-EEA company is one to which the First Company Law Directive (68/151/EEC) does NOT apply.</p>		
<input type="button" value="CANCEL"/> <input type="button" value="SUBMIT"/>		

Appointment of natural person as director

(AP01) Appointment of director

[HELP](#)

Company Number Company Name	
Details of new director <p>Date of appointment (dd/mm/yyyy) <input type="text"/></p> <p><input checked="" type="checkbox"/> Date of Birth (dd/mm/yyyy) <input type="text"/></p> <p>Title <input type="text"/></p> <p>Forename <input type="text"/></p> <p>Other Forename(s) <input type="text"/></p> <p>Surname <input type="text"/></p> <p>Country/State of residence <input type="button" value="Please select"/> See note 1.</p> <p>Other Country/State <input type="text"/></p> <p>(details of 'Country/State of residence' must correspond with the residential address)</p> <p>Nationality <input type="text"/></p> <p>Business Occupation <input type="text"/></p>	
Former names (See note 2). <p>Former forename <input type="text"/></p> <p>Other former forename(s) <input type="text"/></p> <p>Former surname <input type="text"/></p>	
Director's service address (See note 3). <p>The service address does not have to be a residential address. Service address details will appear on the public record.</p> <p>Where is the service address situated? (please select):</p> <p><input type="radio"/> The service address is 'same as' the company's registered office</p> <p><input type="radio"/> The service address is at the address supplied (select to display address fields)</p>	
Director's residential address (See note 4). <p>Details provided will NOT appear on the public record.</p> <p>Where is the residential address situated? (please select):</p> <p><input type="radio"/> The residential address is 'same as' the service address</p> <p><input type="radio"/> The residential address is at the address supplied (select to display address fields)</p> <p>Disclosure exemption: (See note 5.)</p> <p><input type="checkbox"/> Only tick this box if you are in the process of applying for, or have been granted exemption from disclosing your residential address to credit reference agencies under section 243 of the Companies Act 2006.</p>	
<input type="button" value="CANCEL"/> <input type="button" value="SUBMIT"/>	
<p>Former surname <input type="text"/></p>	

Other Tasks

- View current company Appointments
- View company's registered office address

Note 1: Country / State of residence

The details entered for 'Country / State of residence' must correspond with the director's residential address.

You can select a country from those provided, or if it is not listed, select the 'Other' option and enter details in the 'Other' field.

Note 2: Former names

You need only provide former names which have been used in the course of business.

Note 3: Director's service address

To supply the service address, select a button provided.

A button is provided to indicate the service address is the 'same as' the company's registered office address. By selecting this option the service address may be affected by changes made to the registered office address. See Help for more information on the 'same as' option.

To supply the service address as a full address, select the option to display address fields and enter details in the fields provided.

Note 4: Director's residential address

To supply the residential address, select a button provided.

A button is provided to indicate the residential address is the 'same as' the service address. By selecting this option the residential address may be affected by changes made to the service address. See Help for more information on the 'same as' option.

You cannot select the 'same as' option if:

- the service address is the 'same as' the company's registered office address
- the service address contains a 'care of (CO)' component
- the director is subject to (or applying for) a disclosure exemption

To supply the residential address as a full address, select the option to display address fields and enter details in the fields provided.

To supply the service address, select a button provided.

A button is provided to indicate the

Service address and residential address to be fully provided

<p>Director's service address (See note 3).</p> <p>The service address does not have to be a residential address. Service address details will appear on the public record.</p> <p>Where is the service address situated? (please select):</p> <p class="list-item-l1"><input type="radio"/> The service address is 'same as' the company's registered office</p> <p class="list-item-l1"><input type="radio"/> The service address is at the address supplied (select to display address fields)</p> <p>Details entered below will only be submitted if the option Display address fields is selected above.</p> <p>Country <input type="button" value="Please select"/></p> <p>Other Country <input type="text"/></p> <p>Postcode <input type="text"/> <input type="button" value="LOOKUP"/></p> <p>Care of details (only if applicable) <input type="text"/></p> <p>PO Box No (if part of address) <input type="text"/></p> <p>Building Name/No. <input type="text"/></p> <p>Address <input type="text"/></p> <p>Address <input type="text"/></p> <p>Post Town <input type="text"/></p> <p>County/Region <input type="text"/></p> <p>Director's residential address (See note 4).</p> <p>Details provided will NOT appear on the public record.</p> <p>Where is the residential address situated? (please select):</p> <p class="list-item-l1"><input type="radio"/> The residential address is 'same as' the service address</p> <p class="list-item-l1"><input type="radio"/> The residential address is at the address supplied (select to display address fields)</p> <p>Details entered below will only be submitted if the option Display address fields is selected above.</p> <p>Country <input type="button" value="Please select"/></p> <p>Other Country <input type="text"/></p> <p>Postcode <input type="text"/> <input type="button" value="LOOKUP"/></p> <p>Building Name/No. <input type="text"/></p> <p>Address <input type="text"/></p> <p>Address <input type="text"/></p> <p>Post Town <input type="text"/></p> <p>County/Region <input type="text"/></p> <p>Disclosure exemption: (See note 5.)</p> <p><input type="checkbox"/> Only tick this box if you are in the process of applying for, or have been granted exemption from disclosing your residential address to credit reference agencies under section 243 of the Companies Act 2006.</p> <p><input type="button" value="CANCEL"/> <input type="button" value="SUBMIT"/></p>	<p>A button is provided to indicate the service address is the 'same as' the company's registered office address. By selecting this option the service address may be affected by changes made to the registered office address. See Help for more information on the 'same as' option.</p> <p>To supply the service address as a full address, select the option to display address fields and enter details in the fields provided.</p> <p>Note 4: Director's residential address</p> <p>To supply the residential address, select a button provided.</p> <p>A button is provided to indicate the residential address is the 'same as' the service address. By selecting this option the residential address may be affected by changes made to the service address. See Help for more information on the 'same as' option.</p> <p>You cannot select the 'same as' option if:</p> <ul style="list-style-type: none">- the service address is the 'same as' the company's registered office address- the service address contains a 'care of' (c/o) component- the director is subject to (or applying for) a disclosure exemption <p>To supply the residential address as a full address, select the option to display address fields and enter details in the fields provided.</p> <p>Note 5: Disclosure exemption</p> <p>Directors who are currently subject to (or in the process of applying for) a disclosure exemption should indicate this by ticking the box accordingly. If this is not indicated where an exemption is in place, it may result in the submission being rejected.</p> <p>For an individual to be granted a disclosure exemption, a separate application must be made under Section 243 of the Companies Act 2006.</p>
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Appointment of natural person as secretary

(AP03) Appointment of secretary

Company Number Company Name	<small>HELP</small>
Details of new secretary Date of appointment (dd/mm/yyyy) <input type="text"/> Title <input type="text"/> Forename <input type="text"/> Other Forename (s) <input type="text"/> Surname <input type="text"/>	
Former names (See note 1). Former forename <input type="text"/> Other Forename (s) <input type="text"/> Former surname <input type="text"/>	
Secretary's service address (See note 2). <small>The service address does not have to be a residential address. Service address details will appear on the public record.</small> Where is the service address situated? (please select): <input type="radio"/> The service address is 'same as' the company's registered office <input type="radio"/> The service address is at the address supplied (select to display address fields)	
<input type="button" value="CANCEL"/> <input type="button" value="SUBMIT"/>	
Other Tasks <ul style="list-style-type: none"> ▪ View current company Appointments ▪ View company's registered office address 	
Note 1: Former names <small>You need only provide former names which have been used in the course of business.</small>	
Note 2: Secretary's service address <small>To supply the service address, select a button provided.</small> <small>A button is provided to indicate the service address is the 'same as' the company's registered office address. By selecting this option the service address may be affected by changes made to the registered office address. See Help for more information on the 'same as' option.</small> <small>To supply the service address as a full address, select the option to display address fields and enter details in the fields provided.</small>	

If full address is to be entered in screen above the service address opens up, as below:

Former names (See note 1). Former forename <input type="text"/> Other Forename (s) <input type="text"/> Former surname <input type="text"/>	Note 2: Secretary's service address <small>To supply the service address, select a button provided.</small> <small>A button is provided to indicate the service address is the 'same as' the company's registered office address. By selecting this option the service address may be affected by changes made to the registered office address. See Help for more information on the 'same as' option.</small> <small>To supply the service address as a full address, select the option to display address fields and enter details in the fields provided.</small>
<small>The service address does not have to be a residential address. Service address details will appear on the public record.</small> Where is the service address situated? (please select): <input type="radio"/> The service address is 'same as' the company's registered office <input type="radio"/> The service address is at the address supplied (select to display address fields)	
<small>Details entered below will only be submitted if the option 'Display address fields' is selected above.</small> Country <input type="text"/> Please select <input type="button" value="▼"/> Other Country <input type="text"/> Postcode <input type="text"/> <input type="button" value="LOOKUP"/> Care of details (only if applicable) <input type="text"/> PO Box No (if part of address) <input type="text"/> Building Name/No. <input type="text"/> Address <input type="text"/> Post Town <input type="text"/> County/Region <input type="text"/>	
<input type="button" value="CANCEL"/> <input type="button" value="SUBMIT"/>	

Change of corporate director's details

(CH02) Change of corporate director's details

[HELP](#)

Company Number Company Name		
Please enter new details (or overtype if applicable)		
Date of Change (dd/mm/yyyy)	<input type="text"/>	
Name of corporate body or firm	<input type="text"/>	
Change details of the registered or principal office address of the corporate appointment. See note 1.		
Country	<input type="text"/> Not specified <input type="button" value="LOOKUP"/>	
Other Country	<input type="text"/>	
Postcode	<input type="text"/> <input type="button" value="LOOKUP"/>	
Care of details (only if applicable)	<input type="text"/>	
PO Box No (if part of address)	<input type="text"/>	
Building Name/No.	<input type="text"/>	
Address	<input type="text"/>	
Address	<input type="text"/>	
Post Town	<input type="text"/>	
County/Region	<input type="text"/>	
Change EEA / non-EEA details (See note 2).		
Have the EEA or non-EEA details of the appointment changed? (please select):		
<input type="radio"/> No change to EEA or non-EEA details <input type="radio"/> Yes, change EEA company details (update section 1 below) <input type="radio"/> Yes, change non-EEA company details (update section 2 below)		
Section 2 - For non-EEA companies only (See note 4).		
Details entered below will only be submitted if 'non-EEA' company is selected above.		
Details of the legal form of the corporate body or firm	<input type="text"/>	
Details of the law by which the corporate body or firm is governed	<input type="text"/>	
If applicable, the register in which the corporate body or firm was entered (including the state)	<input type="text"/>	
Registration number (if applicable)	<input type="text"/>	
<input type="button" value="CANCEL"/>		<input type="button" value="SUBMIT"/>
Other Tasks <ul style="list-style-type: none"> <input type="checkbox"/> View current company Appointments <input type="checkbox"/> View company's registered office address 		
Note 1: Registered or principal address <p>This address must be a physical location for the delivery or inspection of documents. It cannot be a PO Box number (unless contained within a full address), a DX or LP number.</p> <p>This address will appear on the public record.</p>		
Note 2: Updating EEA / non-EEA details <p>See HELP for a list of countries currently comprising the European Economic Area (EEA).</p> <p>If EEA / non-EEA details have not been given previously, this information must be provided when completing your Annual Return (AR01).</p> <p>Details should only be completed for one company type (EEA or non-EEA) not both.</p> <p>To update EEA or non-EEA details, first select the button for the company type – see notes for definitions of each to give details of the register where the company file is kept (including the relevant state). The register (central register, commercial register, company register) is the one mentioned in Article 3 of the Directive.</p> <p>The 'Place where the file is kept' and 'Registration Number' must be provided.</p>		
Note 4: non-EEA companies (European Economic Area) <p>A non-EEA company is one to which the First Company Law Directive (68/151/EEC) does NOT apply.</p> <p>A non-EEA company is either a body corporate or firm that is a legal person under its governing law. For example, a UK limited liability partnership, Scottish limited partnership, United States LLC etc.</p> <p>The 'legal form' and 'law governed' information must be provided.</p> <p>If details are provided of the register in which the corporate body or firm is entered, the registration number must also be provided.</p>		

Change of corporate secretary's details

(CH04) Change of corporate secretary's details

Company Number

Company Name

Please enter new details (or overtype if applicable)

Date of Change (dd/mm/yyyy)

Name of corporate body or firm

Change details of the registered or principal office address of the corporate appointment. See note 1.

Country Not specified

Other Country

Postcode

Care of details (only if applicable)

PO Box No (if part of address)

Building Name/No.

Address

Address

Post Town

County/Region

Note 1: Registered or principal address

This address must be a physical location for the delivery or inspection of documents. It cannot be a PO Box number (unless contained within a full address), a DX or LP number.

This address will appear on the public record.

Note 2: Updating EEA / non-EEA details

See HELP for a list of countries currently comprising the European Economic Area (EEA).

If EEA / non-EEA details have not been given previously, this information must be provided when completing your Annual Return (AR01).

Details should only be completed for one company type (EEA or non-EEA) not both.

To update EEA or non-EEA details, first select the button for the company type – see notes for definitions of each company type.

Note 3: EEA companies (European Economic Area)

An EEA company is one to which the First Company Law Directive (60/815/EEC) applies. You are required to give details of the register where the company file is kept (including the relevant state). The register (central register, commercial register, company register) is the one mentioned in Article 3 of the Directive.

The 'Place where the file is kept' and 'Registration Number' must be provided.

Note 4: non-EEA companies (European Economic Area)

A non-EEA company is one to which the First Company Law Directive (60/815/EEC) does NOT apply.

A non-EEA company is either a body corporate or firm that is a legal person under its governing law. For example, a UK limited liability partnership, Scottish limited partnership, United States LLC etc.

The 'legal form' and 'law governed' information must be provided.

If details are provided of the register in which the corporate body or firm is entered, the registration number must also be provided.

Other Tasks

- View current company Appointments
- View company's registered office address

Section 1 - For EEA companies only (See note 3).

Details entered below will only be submitted if 'EEA company' is selected above.

Place where file is kept (including the state)

Registration Number

Section 2 - For non-EEA companies only (See note 4).

Details entered below will only be submitted if 'non-EEA company' is selected above.

Details of the legal form of the corporate body or firm

Details of the law by which the corporate body or firm is governed

If applicable, the register in which the corporate body or firm was entered (including the state)

Registration number (if applicable)

Change of a natural person director's details

(CH01) Change of director's details HELP

Company Number Company Name	Date of change <p>A date must be provided.</p> <p>Date of Change (dd/mm/yyyy) <input type="text"/></p> Director's general details <p>The following details will appear on the public record.</p> <p>Please enter new details (or overtype if applicable)</p> <p>Title <input type="text"/> First Forename <input type="text"/> Other Forename (s) <input type="text"/> Surname <input type="text"/> Country/State of residence <input type="text"/> See note 1. Other Country/State <input type="text"/> (details of 'Country/State of residence' must correspond with the residential address) Nationality <input type="text"/> Business Occupation <input type="text"/></p> Section 243 disclosure exemption (See note 2). <p><input type="checkbox"/> Only tick this box if you are in the process of applying for, or have been granted exemption from disclosing your residential address to credit reference agencies under section 243 of the Companies Act 2006.</p> Director's service address (See note 3). <p>Only update this section if you wish to change the service address.</p> <p>The service address does not have to be a residential address. Service address details will appear on the public record.</p> <p>We currently have the service address as:</p> <p><input type="text"/> <input type="text"/> <input type="text"/></p> <p>Have the service address details changed? (please select): (See note 3)</p> <p><input type="radio"/> No change to the service address <input type="radio"/> Yes, the service address is now 'same as' the Company's Registered Office <input type="radio"/> Yes, new service address details need to be supplied (select to display address fields)</p> Director's residential address (See note 4). <p>Only update this section if you wish to change the director's residential address.</p> <p>Details provided will NOT appear on the public record.</p> <p>Have the director's residential address details changed? (please select): (See note 4)</p> <p><input type="radio"/> No change to the residential address <input type="radio"/> Yes, the residential address is now 'same as' the service address <input type="radio"/> Yes, new residential address details need to be supplied (select to display address fields)</p>	Other Tasks <ul style="list-style-type: none"> <input type="checkbox"/> View current Appointments <input type="checkbox"/> View registered office address Note 1: Country / State of residence <p>Details of the officer's 'Country / State of residence' are required as part of an Annual Return submission. If these details are blank, you may wish to provide them.</p> <p>The details entered for 'Country / State of residence' must correspond with the officer's residential address.</p> <p>You can select a country from those provided, or if it is not listed, select the 'Other' option and enter details in the 'Other' field.</p> Note 2: Disclosure exemption <p>For an individual to be granted a disclosure exemption, a separate application must be made under Section 243 of the Companies Act 2006.</p> <p>Where an individual is subject to a disclosure exemption, a statement will be displayed.</p> <p>If an individual is not subject to a disclosure exemption, a checkbox is provided for those who are in the process of applying for one.</p> Note 3: Director's service address <p>To change the service address, select a button provided.</p> <p>A button is provided to indicate the service address is the 'same as' the company's registered office address. By selecting this option the service address may be affected by changes made to the registered office address. See Help for more information on the 'same as' option.</p> <p>To supply the service address as a full address, select the option to display address fields and enter details in the fields provided.</p> Note 4: Director's residential address <p>The director's residential address is not displayed for reasons of privacy.</p> <p>To change the residential address, select a button provided.</p> <p>A button is provided to indicate the residential address is the 'same as' the service address. By selecting this option the residential address may be affected by changes made to the service address. See Help for more information on the 'same as' option.</p> <p>You cannot select the 'same as' option if:</p> <ul style="list-style-type: none"> - the service address is the 'same as' the company's registered office address - the service address contains a 'care of' (c/o) component - the director is subject to (or applying for) a disclosure exemption <p>To supply the residential address as a full address, select the option to display address fields and enter details in the fields provided.</p>
--	---	--

[GO BACK](#) [SUBMIT](#)

Change of a natural person director's details – Section 243 exemption granted

(CH01) Change of director's details HELP

<p>Company Number Company Name</p>	<p>Date of change A date must be provided. Date of Change (ddmmmyyy) <input type="text"/></p>	<p>Other Tasks</p> <ul style="list-style-type: none">■ View current Appointments■ View registered office address
<p>Director's general details The following details will appear on the public record. Please enter new details (or overtype if applicable)</p> <p>Title <input type="text"/> First Forename <input type="text"/> Other Forename(s) <input type="text"/> Surname <input type="text"/> Country/State of residence <input type="text"/> See note 1. Other Country/State <input type="text"/></p> <p>(details of 'Country/State of residence' must correspond with the residential address)</p> <p>Nationality <input type="text"/> Business Occupation <input type="text"/></p>		<p>Note 1: Country / State of residence Details of the officer's 'Country / State of residence' are required as part of an Annual Return submission. If these details are blank, you may wish to provide them. The details entered for 'Country / State of residence' must correspond with the officer's residential address. You can select a country from those provided, or if it is not listed, select the 'Other' option and enter details in the 'Other' field.</p>
<p>Section 243 disclosure exemption (See note 2). This person has been granted exemption from disclosing their usual residential address to credit reference agencies under section 243 of the Companies Act 2006.</p>		<p>Note 2: Disclosure exemption For an individual to be granted a disclosure exemption, a separate application must be made under Section 243 of the Companies Act 2006. Where an individual is subject to a disclosure exemption, a statement will be displayed. If an individual is not subject to a disclosure exemption, a checkbox is provided for those who are in the process of applying for one.</p>
<p>Director's service address (See note 3). Only update this section if you wish to change the service address. The service address does not have to be a residential address. Service address details will appear on the public record. We currently have the service address as:</p> <p><input type="text"/> <input type="text"/> <input type="text"/></p> <p>Have the service address details changed? (please select): (See note 3) <input type="radio"/> No change to the service address <input type="radio"/> Yes, the service address is now 'same as the Company's Registered Office' <input type="radio"/> Yes, new service address details need to be supplied (select to display address fields)</p>		<p>Note 3: Director's service address To change the service address, select a button provided. A button is provided to indicate the service address is the 'same as' the company's registered office address. By selecting this option the service address may be affected by changes made to the registered office address. See Help for more information on the 'same as' option. To supply the service address as a full address, select the option to display address fields and enter details in the fields provided.</p>
<p>Director's residential address (See note 4). Only update this section if you wish to change the director's residential address. Details provided will NOT appear on the public record.</p> <p>Have the director's residential address details changed? (please select): (See note 4) <input type="radio"/> No change to the residential address <input type="radio"/> Yes, the residential address is now 'same as the service address' <input type="radio"/> Yes, new residential address details need to be supplied (select to display address fields)</p>		<p>Note 4: Director's residential address The director's residential address is not displayed for reasons of privacy. To change the residential address, select a button provided. A button is provided to indicate the residential address is the 'same as' the service address. By selecting this option the residential address may be affected by changes made to the service address. See Help for more information on the 'same as' option. You cannot select the 'same as' option if: - the service address is the 'same as' the company's registered office address - the service address contains a 'care of (c/o) component' - the director is subject to (or applying for) a disclosure exemption To supply the residential address as a full address, select the option to display address fields and enter details in the fields provided.</p>
<p><input type="button" value="GO BACK"/> <input type="button" value="SUBMIT"/></p>		

Change of natural person secretary's details

(CH03) Change of secretary's details

Company Number
Company Name

Date of change
A date must be provided.
Date of Change (dd/mm/yyyy)

Secretary's general details
The following details will appear on the public record.
Please enter new details (or overtype if applicable)

Title
First Forename
Other Forename (s)
Surname

Secretary's service address (See note 1).
Only update this section if you wish to change the service address.
The service address does not have to be a residential address. Service address details will appear on the public record.
We currently have the service address as:

Have the service address details changed? (please select):

No change to the service address
 Yes, the service address is now 'same as the Company's Registered Office'
 Yes, new service address details need to be supplied (select to display address fields)

[GO BACK](#) [SUBMIT](#)

Other Tasks

- View current company Appointments
- View company's registered office address

Note 1: Secretary's service address
To change the service address, select a button provided.
A button is provided to indicate the service address is the 'same as' the company's registered office address. By selecting this option the service address may be affected by changes made to the registered office address. See Help for more information on the 'same as' option.
To supply the service address as a full address, select the option to display address fields and enter details in the fields provided.

Termination of appointment of Director or Secretary

Terminating appointment of Director or Secretary (forms TM01, TM02)

HELP

Company Number Company Name	<p>The address details displayed are service addresses or registered (or principle) office addresses in the case of corporate bodies.</p> <p>Please select an appointment (see note 1)</p> <table border="1" style="width: 100%;"> <tr> <td style="padding: 10px;"> SECRETARY Appointed TERMINATE APPOINTMENT </td> </tr> <tr> <td style="padding: 10px;"> DIRECTOR Appointed Occupation Nationality Date of Birth Country/State of residence TERMINATE APPOINTMENT </td> </tr> <tr> <td style="padding: 10px;"> DIRECTOR Appointed Occupation Nationality Date of Birth TERMINATE APPOINTMENT </td> </tr> <tr> <td style="padding: 10px;"> DIRECTOR Appointed TERMINATE APPOINTMENT </td> </tr> <tr> <td style="padding: 10px;"> EEA Company Register location Register number TERMINATE APPOINTMENT </td> </tr> <tr> <td style="padding: 10px; text-align: center;"> CANCEL </td> </tr> </table>	SECRETARY Appointed TERMINATE APPOINTMENT	DIRECTOR Appointed Occupation Nationality Date of Birth Country/State of residence TERMINATE APPOINTMENT	DIRECTOR Appointed Occupation Nationality Date of Birth TERMINATE APPOINTMENT	DIRECTOR Appointed TERMINATE APPOINTMENT	EEA Company Register location Register number TERMINATE APPOINTMENT	CANCEL	<p>Other Tasks</p> <ul style="list-style-type: none"> ▪ View company's registered office address <p>Note 1: Terminate (Resign) Appointment</p> <p>Select the company officer you wish to terminate (resign) the appointment of.</p> <p>The list of current appointments may extend to additional pages.</p>
SECRETARY Appointed TERMINATE APPOINTMENT								
DIRECTOR Appointed Occupation Nationality Date of Birth Country/State of residence TERMINATE APPOINTMENT								
DIRECTOR Appointed Occupation Nationality Date of Birth TERMINATE APPOINTMENT								
DIRECTOR Appointed TERMINATE APPOINTMENT								
EEA Company Register location Register number TERMINATE APPOINTMENT								
CANCEL								

Termination of appointment of director – corporate and natural person

(TM01) Termination of appointment of director

Company Number
Company Name

DIRECTOR

Date of resignation (dd/mm/yyyy)

GO BACK SUBMIT

Note 1: Resignation date

The date of resignation must not be a future date or precede the date of the company's incorporation.

Termination of appointment of director

Company Number
Company Name

Are you sure you want to terminate this appointment?

NO YES

Termination of appointment of natural person secretary

(TM02) Termination of appointment of secretary

Company Number
Company Name

SECRETARY

Date of resignation (dd/mm/yyyy)

Note 1: Resignation date

The date of resignation must not be a future date or precede the date of the company's incorporation.

Termination of appointment of secretary

Company Number
Company Name

Are you sure you want to terminate this appointment?

Audit exempt abbreviated accounts

Audit Exempt Abbreviated Accounts Template

Company Number
Company Name

Your next Annual Accounts are made up to: and must be delivered no later than:

To change the above made-up-date, go back to the main menu, select the 'Amend company details' option and complete a 'Change in Accounting Reference Date' form. If you do this, do NOT file accounts until you receive confirmation that the change has been accepted.

The Accounts can be completed using a template which is downloaded to your PC. Please do NOT use this template if your company name has changed since the made up date shown.

To download the template for the above accounts, please select the 'Download' button. When the file download box is displayed select the 'Save' button.

[GO BACK](#) [DOWNLOAD PDF](#)

Dormant company accounts

The screenshot shows a software application window titled "Dormant Company Accounts (DCA)". At the top right is a "HELP" button. The main area contains two input fields: "Company Number" and "Company Name", both currently empty. Below these fields is a message box containing the following text:

Your next Annual Accounts are
made up to: [REDACTED] and must be delivered no later than:
To change the above made-up-date, go back to the main menu, select the 'Amend company details' option and complete a 'Change in Accounting Reference Date' form. If you do this, do NOT file accounts until you receive confirmation that the change has been accepted.
The Accounts can be completed using a template which is downloaded to your PC. Please do NOT use this template if your company name has changed since the made up date shown.
To download the template for the above accounts, please select the 'Download' button. When the file download box is displayed select the 'Save' button.

At the bottom left is a "GO BACK" button, and at the bottom right is a "DOWNLOAD PDF" button.

Change of accounting reference date

(AA01) Change of accounting reference date

Company Number
Company Name

This submission can be used to change the accounting reference date relating to either the **current** or **immediately previous** accounting period.

You **may not** change a period for which the accounts are already overdue.
You **may not** extend a period beyond 18 months unless the company is in administration.
You **may not** extend any period more than once in five years (five accounting periods) unless you have provision to do so.

Please select which accounting reference date you want to change

current accounting period
 immediately previous accounting period

Please enter the date you want the accounting period to end (dd/mm/yyyy) (see note 1)

You may only extend a period more than once in five years if one of the following provisions (listed below) apply (see note 2)

1. the company is in administration, or
2. you have specific approval of the Secretary of State, or
3. you are extending the company's accounting reference period to align with that of a parent or subsidiary undertaking established in the European Economic Area (EEA)

If you are extending a period more than once in five years, please select the corresponding number of the provision (as listed above) on which you are relying

If you have indicated that you have approval by the Secretary of State (option 2) to extend the period more than once in five years, please enter the code provided on your Secretary of State authorisation letter (4 characters)

Note 1: Changes to the Accounting Reference Date

Once the accounting reference date is changed, subsequent accounting periods will end on the same day and month in future years.

Note 2: Extending the Accounting Reference Date

If you are extending the accounting reference date more than once over in 5 years, you must indicate which special provision you are relying on.

See HELP for a list of countries currently comprising the European Economic Area (EEA).

GO BACK **CONFIRM**

Annual Return – with a made up date before 1 October 2011

Annual Return HELP

Company Number
Company Name
Previous Annual Returns were filed for this company up to the following dates:

The Annual Return allows you to submit a snapshot of your company data, which will update your company information on our register.

- Companies House is replacing all business activity codes. Therefore in the SIC (Standard Industrial Classification) section of this annual return you will be asked to provide a new trade description.
- The capital section of the Annual Return can not capture multiple paid or unpaid amounts for the same class of share.

Keep your expected Annual Return date **OR** **Change your Annual Return date below**

The made up date of your next Annual Return is Enter the new date (dd/mm/yyyy)

GO BACK **CONTINUE**

Traded on a regulated market question screen

Annual Return HELP

Company Number
Company Name
Previous Annual Returns were filed for this company up to the following dates:

The Annual Return allows you to submit a snapshot of your company data, which will update your company information on our register.

- Companies House is replacing all business activity codes. Therefore in the SIC (Standard Industrial Classification) section of this annual return you will be asked to provide a new trade description.
- The capital section of the Annual Return can not capture multiple paid or unpaid amounts for the same class of share.

Keep your expected Annual Return date **OR** **Change your Annual Return date below**

The made up date of your next Annual Return is

Enter the new date (dd/mm/yyyy)

Was this a traded company (shares traded on a regulated market e.g. London Stock Exchange) at any time during the period of this Annual Return? (change if necessary)

Yes
 No

- The term "traded company" should not be confused with a trading company (i.e. one which is not dormant).
- The Alternative Investment Market (AIM) is not a regulated market. See Help for a full list of [UK Regulated Markets](#)

GO BACK **CONTINUE**

Registered Office Address Screen

Address Details

LOG OUT AND FINISH LATER PRINT HELP

Registered Address Details Location of Company Registers Company Officers SIC Capital Shareholders Submit

Company Number
Company Name
Data for Annual Return made up to

Registered Office Address

.....

UPDATE

The address details are correct CONFIRM

Registered Office Address

This address must be a physical location for the delivery or inspection of documents. It cannot be a PO Box number (unless contained within a full address), a DX or LP number.

This address must be located in the same area of the UK in which your company is registered:
England/Wales companies - the address can be in England or Wales
Welsh companies - the address must be in Wales
Companies registered in Scotland - the address must be in Scotland
Companies registered in Northern Ireland - the address must be in Northern Ireland

SAIL Screen

Single alternative inspection location (SAIL) address and location of register(s)

[LOG OUT AND FINISH LATER](#) [PRINT](#) [HELP](#)

Registered Address Details [Location of Company Registers](#) [Company Officers](#) [SIC](#) [Capital](#) [Shareholders](#) [Submit](#)

Company Number
Company Name
Data for Annual Return made up to

SAIL Address
No SAIL address registered – do not update if all records are kept at Registered Office
[Update address or location of records](#) [UPDATE](#)

Company records held at the single alternative inspection location (SAIL):
Not applicable

If records are **moved to** the SAIL address a **form AD03** will be generated upon submission
If records are **moved from** the SAIL address a **form AD04** will be generated upon submission

Details are correct [CONFIRM](#)

Other Tasks
[View registered office address](#)
[View list of record types](#)

SAIL Address
The SAIL address is an alternative location to the registered office, where records can be kept for inspection.
This address must be a physical location for the inspection of documents. It cannot be a PO Box number (unless contained within a full address), a DX or LP number.
SAIL address details are only required if records are currently kept at the SAIL address.
If you wish to update the SAIL address or the records held at SAIL, select the UPDATE button.

Officers Screen

Company Officers

[LOG OUT AND FINISH LA](#)

[Registered Address Details](#) [Location of Company Registers](#) [Company Officers](#) [SIC](#) [Capital](#) [Shareholders](#) [Submit](#)

Company Number
Company Name
Data for Annual Return made up to

The address details displayed are service addresses or registered (or principal) office addresses in the case of corporate bodies.

Please select an appointment

first < 1 2

DIRECTOR

Appointed

Occupation
Nationality
Country/State of residence

Date of Birth

[UPDATE DETAILS](#) [UNDO LAST CHANGE](#)

DIRECTOR

Appointed

Occupation
Nationality
Country/State of residence

Date of Birth

[UPDATE DETAILS](#) [UNDO LAST CHANGE](#)

first < 1 2

To appoint a new company officer, select the appointment type:

[APPOINT A PERSON AS A NEW DIRECTOR \(AP01\)](#) [APPOINT A NEW CORPORATE DIRECTOR \(AP02\)](#)

[APPOINT A PERSON AS A NEW SECRETARY \(AP03\)](#) [APPOINT A NEW CORPORATE SECRETARY \(AP04\)](#)

If you have previously appointed a Director or Secretary to this company (electronically or on paper) that is NOT yet reflected in this annual return - DO NOT re-appoint.

Details are correct [CONFIRM](#)

Note 1: New information requirements for directors

The new information requirements for directors are:
- person appointments must provide details of 'Country/State of residence'
- corporate appointments must provide either 'EEA' or 'non-EEA' details

If new information is required, it will be displayed beneath the director details.

The new information must be filed for each director individually, using change form(s) accessed by selecting the 'UPDATE DETAILS' button.

New information required must be provided to proceed to the next section of the Annual Return.

Note 2: EEA companies (European Economic Area)

The UK is part of the EEA but the criteria for being an EEA company are not based on geographical location alone. The fact that a corporate body is registered (or based) within an EEA country does not necessarily make it an EEA company.

A list of countries which comprise the EEA is available in Help - to view select [EEA Countries](#).

An EEA company is one to which the First Company Law Directive (88/81/EEC) applies. You are required to give details of the register where the company file is kept (including the relevant state). The register (central register, commercial register, company register) is the one mentioned in Article 3 of the Directive.

Note 3: non-EEA companies (European Economic Area)

A non-EEA company is one to which the First Company Law Directive (88/81/EEC) does NOT apply.

A non-EEA company is either a corporate body or firm that is a legal person under its governing law. For example, a UK limited liability partnership, Scottish limited partnership, United States LLC etc.

Note 4: New 'company officer' information within your Annual Return

New company officer information provided as part of your Annual Return will automatically create additional form types upon submission of the Annual Return (AP01, CH02, TM01 etc.).

This new information will ONLY be included within the Annual Return form itself if the new information provided occurred on/before the date of the Annual Return; if after the date, the new information would be submitted as an individual form type.

For appointment changes with an event date on or after 1/1/09 a 'new form' type must be submitted (AP01, CH02, TM01 etc.), for an event date before 1/1/09 an 'old form' type must be submitted (288a, 288b or 288c).

The submission of 'old form' types are NOT available within the Annual Return and must be submitted separately outside of this Annual Return. To ensure your Annual Return includes changes that occurred during the period of the Annual Return:
- Select 'log out and finish later' to save this as a Prelim
- Log back into WebFiling and select 'Forget all changes and return to the main menu'
- Complete and submit the relevant 'old form' and await its acceptance
- Select 'Annual Return' from the menu, the accepted changes should be reflected

SIC screens

SIC (Standard Industrial Classification) Codes

[LOG OUT AND FINISH LATER](#) [PRINT](#) [HELP](#)

Registered Address Details	Location of Company Registers	Company Officers	SIC	Capital	Shareholders	Submit
----------------------------	-------------------------------	------------------	-----	---------	--------------	--------

Company Number
Company Name
Data for Annual Return made up to

The following SIC Codes have been obsolete since 01/01/2003: 2940, 4010, 4020, 5164, 7220, 7483, 9000 and 9600.
If you have one of the obsolete codes displayed, please select 'Remove' or 'Change' and choose a new code.

Principal Business Activities

Sic Code	Description
	CHANGE
	ADD NEW CODE

Principal Business Activities are correct

Action Block

-
-
-
-

Other Actions

SIC Code

If a SIC code is not present at least one must be provided to proceed - select the 'Add new code' button.

Existing or new SIC Code details can be amended by selecting the 'Change' button alongside the code you wish to amend.

An existing or new SIC code can be removed by selecting the 'Remove' button alongside the code you wish to remove.

A maximum of 4 codes can be provided.

SIC Code Selection

[HELP](#)

Company Number
Company Name
Data for Annual Return made up to

Principal Business Activities

Main Group Heading	
<input type="text"/>	
Trade Description	
<input type="text"/>	

Share Capital Screens

Share Capital
[LOG OUT AND FINISH LATER](#)
[PRINT](#)
[HELP](#)

Registered Address Details
Location of Company Registers
Company Officers
SIC
Capital
Shareholders
Submit

Company Number

Company Name

Data for Annual Return made up to

The submitted form should reflect the company's statement of capital at the date of this return.

All electronically filed capital information that is accepted will be placed on our records and updated within the WebFiling Annual Return.

Capital Information

Absent information must be provided to proceed, select 'Update / Amend' to provide.

Prescribed Particulars - a maximum of 4,000 characters can be submitted and displayed.

Changes Made

Currency:
Class of share:
Amount paid up on each share:
Amount unpaid on each share:
Number of shares:
Aggregate nominal value:
Prescribed particulars (of rights attached to shares)

(A maximum of 4,000 characters can be submitted and displayed. To view full description select 'Amend / update capital')

Options available

Update/amend capital: to update or amend statement of capital.

Add share class to this currency: to add a new share class to a currency.

Add new currency and class: to add to statement of capital.

Remove capital: to remove selected capital.

Undo last change: to undo the last change made within a section.

Totals

Totals will be displayed for each currency, they will be automatically updated to reflect any changes made to a statement of capital.

Multiple amount paid and unpaid details within the same class of share

This form is not currently able to capture multiple paid or unpaid amounts for the same class of share.

This information can currently only be provided using the Software Filing service or by submitting the paper version of the form.

ADD SHARE CLASS TO THIS CURRENCY

ADD NEW CURRENCY AND CLASS

Share Capital Details are correct

Company Number Company Name	
<p>All fields must be completed</p> <p>See notes for information required on this screen.</p> <p>Currency</p> <p>Class of share</p> <p>Number of shares</p> <p>Amount paid up on each share</p> <p>Amount unpaid on each share</p> <p>Aggregate nominal value</p> <p>Prescribed particulars of rights attached to shares</p> <p>Each share is entitled to one vote in any circumstances is an example of acceptable wording to be entered in the box below for a private company limited by shares incorporated using model articles. (See note 6)</p> <p><input type="text"/></p> <p>CANCEL SUBMIT</p>	
<p>Note 1: Class of share</p> <p>The class can be selected from the list available or entered manually. A class of share can only be selected once within each currency type.</p> <hr/> <p>Note 2: Number of shares</p> <p>This is the total number of issued shares in this class. Only whole numbers can be provided.</p> <hr/> <p>Note 3: Amount paid up on each share</p> <p>Please enter the amount that each shareholder has paid for each share that they hold in this share class. A value up to 9 whole numbers and 6 decimal places can be entered. The amount should include the share premium. If nothing has been paid please enter a zero.</p> <p>Zero should only be entered in both amount paid and unpaid fields if the shares are for non-cash consideration.</p> <hr/> <p>Note 4: Amount unpaid on each share</p> <p>Please enter the amount that each shareholder owes for each share that they hold in this share class. A value up to 9 whole numbers and 6 decimal places can be entered. The amount should include the share premium. If nothing is owed please enter a zero.</p> <p>Zero should only be entered in both amount paid and unpaid fields if the shares are for non-cash consideration.</p> <hr/> <p>Note 5: Aggregate nominal value</p> <p>This should be the number of shares multiplied by the nominal value of each share. A positive value up to 12 whole numbers and 3 decimal places can be entered.</p> <hr/> <p>Note 6: Prescribed particulars (of rights attached to shares)</p> <p>(a) particulars of any voting rights, including rights that arise only in certain circumstances; (b) particulars of any rights, as respects dividends, to participate in a distribution; (c) particulars of any rights, as respects capital, to participate in a distribution (including on winding up); and (d) whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder and any terms or conditions relating to redemption of these shares.</p> <hr/> <p>Note 7: Multiple amount paid and unpaid details within the same class of share</p> <p>This form is not currently able to capture multiple paid or unpaid amounts for the same class of share.</p> <p>This information can currently only be provided using the Software Filing service or by submitting the paper version of the form.</p>	

Company Number Company Name	
All fields must be completed	
Currency	GBP - Pound Sterling
Class of share	<input type="text"/> Select
Number of shares	<input type="text"/>
Amount paid up on each share	<input type="text"/>
Amount unpaid on each share	<input type="text"/>
Aggregate nominal value	<input type="text"/>
Prescribed particulars of rights attached to shares <small>Each share is entitled to one vote in any circumstances is an example of acceptable wording to be entered in the box below for a private company limited by shares incorporated using model articles.</small>	
<input type="button" value="CANCEL"/> <input type="button" value="SUBMIT"/>	
Note 1: Class of share <p>The class can be selected from the list available or entered manually. A class of share can only be selected once within each currency type.</p>	
Note 2: Number of shares <p>This is the total number of issued shares in this class. Only whole numbers can be provided.</p>	
Note 3: Amount paid up on each share <p>Please enter the amount that each shareholder has paid for each share that they hold in this share class. A value up to 9 whole numbers and 6 decimal places can be entered. The amount should include the share premium. If nothing has been paid please enter a zero.</p>	
<p>Zero should only be entered in both amount paid and unpaid fields if the shares are for non-cash consideration.</p>	
Note 4: Amount unpaid on each share <p>Please enter the amount that each shareholder owes for each share that they hold in this share class. A value up to 9 whole numbers and 6 decimal places can be entered. The amount should include the share premium. If nothing is owed please enter a zero.</p>	
<p>Zero should only be entered in both amount paid and unpaid fields if the shares are for non-cash consideration.</p>	
Note 5: Aggregate nominal value <p>This should be the number of shares multiplied by the nominal value of each share. A positive value up to 12 whole numbers and 3 decimal places can be entered.</p>	
Note 6: Prescribed particulars (of rights attached to shares) <ul style="list-style-type: none"> (a) particulars of any voting rights, including rights that arise only in certain circumstances; (b) particulars of any rights, as respects dividends, to participate in a distribution; (c) particulars of any rights, as respects capital, to participate in a distribution (including on winding up); and (d) whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder and any terms or conditions relating to redemption of these shares. 	
Note 7: Multiple amount paid and unpaid details within the same class of share <p>This form is not currently able to capture multiple paid or unpaid amounts for the same class of share.</p>	
<p>This information can currently only be provided using the Software Filing service or by submitting the paper version of the form.</p>	

Share holding screens

Details of Share holdings

[LOG OUT AND FINISH LATER](#) [PRINT](#) [HELP](#)

Registered Address Details	Location of Company Registers	Company Officers	SIC	Capital	Shareholders	Submit
----------------------------	-------------------------------	------------------	-----	---------	--------------	--------

Company Number
Company Name
Data for Annual Return made up to

Please Note: If this screen is blank please update with details of the Shares held and Shareholders
A maximum of 350 individual and joint shareholders can be provided - applies to all company types

Shareholding

Class
Number

[UPDATE](#) [TRANSFER OUT](#)

[CHANGE SHAREHOLDER DETAILS](#)

[ADD NEW JOINT SHAREHOLDER](#)

Shareholding

Class
Number

[UPDATE](#) [TRANSFER OUT](#)

[CHANGE SHAREHOLDER DETAILS](#)

[ADD NEW JOINT SHAREHOLDER](#)

Shareholding

Class
Number

[UPDATE](#) [TRANSFER OUT](#)

[CHANGE SHAREHOLDER DETAILS](#)

[ADD NEW JOINT SHAREHOLDER](#)

Shareholding

Class
Number

[UPDATE](#) [TRANSFER OUT](#)

[CHANGE SHAREHOLDER DETAILS](#)

[ADD NEW JOINT SHAREHOLDER](#)

[ADD / UPDATE OTHER SHAREHOLDERS](#)

Action Block

-
-
-
-

Other Actions

Company shareholder details are correct [CONFIRM](#)

Update Shareholding Details

Company Number
Company Name
Data for Annual Return made up to

Class:

Number:

Transfer Shareholder Details

Company Number
Company Name
Data for Annual Return made up to

Details of Shareholding (Shares Held):
Class:
Number:

Shares to be transferred

Number
Date of Transfer (dd/mm/yyyy)

CHANGE SHAREHOLDER DETAILS

Company Number
Company Name
Data for Annual Return made up to

Surname / Company Name:

Forename:

Add Joint Shareholder

Company Number
Company Name
Data for Annual Return made up to

This screen is to add a joint shareholder to this shareholding

Names

Shares Held	Class	Number
Surname / Company Name	<input type="text"/>	
Forename	<input type="text"/>	

[GO BACK](#) [SUBMIT](#)

Other Shareholders Details

Company Number
Company Name
Data for Annual Return made up to

Please complete the details of any persons or corporate bodies who are shareholders of the company at the date of this return and not listed in the shareholders section.

Also provide the details of any persons who became but have ceased to be shareholders of the company since the date of the last annual return.

If a joint shareholder holds shares in their own right enter that holding separately.

Surname / Company Name
Forename

Shares / stock held

Class	Number
<input type="text"/> Please select	<input type="text"/>
<input type="text"/> Please select	<input type="text"/>
<input type="text"/> Please select	<input type="text"/>

[GO BACK](#) [SUBMIT](#)

Submit screen

Annual Return Confirmation

LOG OUT AND FINISH LATER **PRINT** **HELP**

Registered Address Details	Location of Company Registers	Company Officers	SIC	Capital	Shareholders	Submit
----------------------------	-------------------------------	------------------	-----	---------	--------------	--------

Company Number
Company Name
Data for Annual Return made up to

You have made the changes listed below to your company information.
Where applicable, these changes will be displayed as individual form types.

When submitted, these changes will be processed within 2 working days and they will only be shown online once they have been accepted at Companies House.

When submitted, copies of your WebFiled data can be accessed from the Menu screen via the 'View Data Submitted' option.

Note: Copies are only available for 10 days after the original submission.

Details are correct **SUBMIT**

Contact details and authorisation screen

Contact details and authorisation

HELP

If there is a query on your filed information, we will contact you by email at the following address (see note 1)

Please ensure this email address is correct

If required, an alternative email address and/or contact details can be provided – any changes made will relate to this submission only

Forename: _____

Surname: _____

Telephone Number: _____

The position of the person authorising the submission of the information within this form must be one of the following: (see note 2)

Director, Secretary, **Person authorised**, Administrator, Administrative receiver, Receiver, Receiver manager, Charities Commission receiver and manager, CIC manager, Judicial Factor or **Liquidator**.

CANCEL **SUBMIT**

Note 1: Contact details

Changes to the email address will only relate to this submission. You can change the email address permanently via 'My Account Details' (available from a link above the Main Menu).

When providing additional contact details a forename, surname and telephone number must be given.

Note 2: Person authorising

Most positions can authorise the filing of all form types, but some exceptions apply - please see help for more information on these exceptions.

The position of 'Person authorised' is generally or specifically authorised in that behalf by the company's directors (under either section 270 or 274 of the Companies Act 2006).

Continue a return from a previous web session screen

Continue a previous return

HELP

Last time you logged in, you were filing an Annual Return, which you have not completed

Would you like to

- Continue with this Annual Return
- Forget all changes and return to the main menu

SUBMIT

Annual Return – for the first filing with a made up date on or after 1 October 2011

Annual Return HELP

Company Number
Company Name
Previous Annual Returns were filed for this company up to the following dates:

The Annual Return allows you to submit a snapshot of your company data, which will update your company information on our register.

- Companies House is replacing all business activity codes. Therefore in the SIC (Standard Industrial Classification) section of this annual return you will be asked to provide a new trade description.
- The capital section of the Annual Return can not capture multiple paid or unpaid amounts for the same class of share.

Keep your expected Annual Return date **OR** **Change your Annual Return date below**

The made up date of your next Annual Return is Enter the new date (dd/mm/yyyy)

GO BACK **CONTINUE**

Trading on a market question screen

Annual Return HELP

Company Number
Company Name
Previous Annual Returns were filed for this company up to the following dates:

The Annual Return allows you to submit a snapshot of your company data, which will update your company information on our register.

- Companies House is replacing all business activity codes. Therefore in the SIC (Standard Industrial Classification) section of this annual return you will be asked to provide a new trade description.
- The capital section of the Annual Return can not capture multiple paid or unpaid amounts for the same class of share.

Keep your expected Annual Return date **OR** **Change your Annual Return date below**

The made up date of your next Annual Return is Enter the new date (dd/mm/yyyy)

Were any of the company's shares admitted to [trading on a market](#) at any time during this return period? (change if necessary)

Yes
 No

GO BACK CONTINUE

DTR5 question screen

Annual Return	
Company Number	
Company Name	
<p>Was the company throughout the return period an issuer to which DTR5* applies, with shares admitted to trading on a market? (change if necessary)</p> <p><input type="radio"/> No <input type="radio"/> Yes</p>	
<p>* DTR5 refers to Vote Holder and Issuer Notification Rules contained in Chapter 5 of the Disclosure and Transparency Rules source book issued by the Financial Services Authority. For example, notification is required when the % acquisition of a shareholder in the company has reached a certain threshold (starting at 3%).</p> <p>If you answer NO to the above question you will be asked to provide the names and addresses of those shareholders with 5% or more shareholdings as at the date of the return.</p> <p>If you answer YES to the above question no shareholders details are required and the shareholders section of this annual return will not be displayed.</p>	
<input type="button" value="GO BACK"/>	<input type="button" value="CONFIRM"/>

Registered Office Address Screen

Address Details

LOG OUT AND FINISH LATER PRINT HELP

Registered Address Details Location of Company Registers Company Officers SIC Capital Shareholders Submit

Company Number
Company Name
Data for Annual Return made up to

Registered Office Address

.....

UPDATE

The address details are correct CONFIRM

Registered Office Address

This address must be a physical location for the delivery or inspection of documents. It cannot be a PO Box number (unless contained within a full address), a DX or LP number.

This address must be located in the same area of the UK in which your company is registered:
England/Wales companies - the address can be in England or Wales
Welsh companies - the address must be in Wales
Companies registered in Scotland - the address must be in Scotland
Companies registered in Northern Ireland - the address must be in Northern Ireland

SAIL Screen

Single alternative inspection location (SAIL) address and location of register(s)

[LOG OUT AND FINISH LATER](#) [PRINT](#) [HELP](#)

Registered Address Details [Location of Company Registers](#) [Company Officers](#) [SIC](#) [Capital](#) [Shareholders](#) [Submit](#)

Company Number
Company Name
Data for Annual Return made up to

SAIL Address
No SAIL address registered – do not update if all records are kept at Registered Office
[Update address or location of records](#) [UPDATE](#)

Company records held at the single alternative inspection location (SAIL):
Not applicable

If records are **moved to** the SAIL address a **form AD03** will be generated upon submission
If records are **moved from** the SAIL address a **form AD04** will be generated upon submission

Details are correct [CONFIRM](#)

Other Tasks
[View registered office address](#)
[View list of record types](#)

SAIL Address
The SAIL address is an alternative location to the registered office, where records can be kept for inspection.
This address must be a physical location for the inspection of documents. It cannot be a PO Box number (unless contained within a full address), a DX or LP number.
SAIL address details are only required if records are currently kept at the SAIL address.
If you wish to update the SAIL address or the records held at SAIL, select the UPDATE button.

Officers Screen

Company Officers

[LOG OUT AND FINISH LA](#)

[Registered Address Details](#) [Location of Company Registers](#) [Company Officers](#) [SIC](#) [Capital](#) [Shareholders](#) [Submit](#)

Company Number
Company Name
Data for Annual Return made up to

The address details displayed are service addresses or registered (or principal) office addresses in the case of corporate bodies.

Please select an appointment

first < 1 2

DIRECTOR

Appointed

Occupation
Nationality
Country/State of residence

Date of Birth

[UPDATE DETAILS](#) [UNDO LAST CHANGE](#)

DIRECTOR

Appointed

Occupation
Nationality
Country/State of residence

Date of Birth

[UPDATE DETAILS](#) [UNDO LAST CHANGE](#)

first < 1 2

To appoint a new company officer, select the appointment type:

[APPOINT A PERSON AS A NEW DIRECTOR \(AP01\)](#) [APPOINT A NEW CORPORATE DIRECTOR \(AP02\)](#)

[APPOINT A PERSON AS A NEW SECRETARY \(AP03\)](#) [APPOINT A NEW CORPORATE SECRETARY \(AP04\)](#)

If you have previously appointed a Director or Secretary to this company (electronically or on paper) that is NOT yet reflected in this annual return - DO NOT re-appoint.

Details are correct [CONFIRM](#)

Note 1: New information requirements for directors

The new information requirements for directors are:
- person appointments must provide details of 'Country/State of residence'
- corporate appointments must provide either 'EEA' or 'non-EEA' details

If new information is required, it will be displayed beneath the director details.

The new information must be filed for each director individually, using change form(s) accessed by selecting the 'UPDATE DETAILS' button.

New information required must be provided to proceed to the next section of the Annual Return.

Note 2: EEA companies (European Economic Area)

The UK is part of the EEA but the criteria for being an EEA company are not based on geographical location alone. The fact that a corporate body is registered (or based) within an EEA country does not necessarily make it an EEA company.

A list of countries which comprise the EEA is available in Help - to view select [EEA Countries](#).

An EEA company is one to which the First Company Law Directive (88/81/EEC) applies. You are required to give details of the register where the company file is kept (including the relevant state). The register (central register, commercial register, company register) is the one mentioned in Article 3 of the Directive.

Note 3: non-EEA companies (European Economic Area)

A non-EEA company is one to which the First Company Law Directive (88/81/EEC) does NOT apply.

A non-EEA company is either a corporate body or firm that is a legal person under its governing law. For example, a UK limited liability partnership, Scottish limited partnership, United States LLC etc.

Note 4: New 'company officer' information within your Annual Return

New company officer information provided as part of your Annual Return will automatically create additional form types upon submission of the Annual Return (AP01, CH02, TM01 etc.).

This new information will ONLY be included within the Annual Return form itself if the new information provided occurred on/before the date of the Annual Return; if after the date, the new information would be submitted as an individual form type.

For appointment changes with an event date on or after 1/1/09 a 'new form' type must be submitted (AP01, CH02, TM01 etc.), for an event date before 1/1/09 an 'old form' type must be submitted (288a, 288b or 288c).

The submission of 'old form' types are NOT available within the Annual Return and must be submitted separately outside of this Annual Return. To ensure your Annual Return includes changes that occurred during the period of the Annual Return:
- Select 'log out and finish later' to save this as a Prelim
- Log back into WebFiling and select 'Forget all changes and return to the main menu'
- Complete and submit the relevant 'old form' and await its acceptance
- Select 'Annual Return' from the menu, the accepted changes should be reflected

SIC screens

SIC (Standard Industrial Classification) Codes

[LOG OUT AND FINISH LATER](#) [PRINT](#) [HELP](#)

Registered Address Details	Location of Company Registers	Company Officers	SIC	Capital	Shareholders	Submit
----------------------------	-------------------------------	------------------	-----	---------	--------------	--------

Company Number
Company Name
 Data for Annual Return made up to

Companies House is replacing business activity codes SIC(03) with SIC(07). All SIC(03) codes will become obsolete.
 Please choose your new SIC(07) code by selecting 'ADD NEW CODE' below.

Principal Business Activities

Former SIC(03) Code	Former SIC(03) Description

SIC(07) Code	SIC(07) Description

No SIC code has been allocated. Please add a new code.	
ADD NEW CODE	

SIC Code

If a SIC code is not displayed at least one must be provided to proceed - select the 'Add new code' button.

An existing or new SIC code can be removed by selecting the 'Remove' button alongside the code you wish to remove.

A maximum of 4 codes can be provided.

[SIC\(07\) Business Description Reference Table](#)

SIC Code Selection

[HELP](#)

Company Number	Company Name
----------------	--------------

Principal Business Activities

Step 1 - Select a group heading

Step 2 - Select a trade description.
Select a group heading to display the trade descriptions.

[GO BACK](#) [SUBMIT](#)

Note 1: How do I add a description and code?

Select the group heading from the drop down box, and one trade description from the list below. 'Submit' will add this description and code to your company.

Add one trade description at a time, with up to a maximum of 4 trade descriptions per company.

[SIC\(07\) Business Description Reference Table](#)

SIC Code Selection

[HELP](#)

Company Number
Company Name

Principal Business Activities

Step 1 - Select a group heading

Step 2 - Select a trade description.

[GO BACK](#) [SUBMIT](#)

Note 1: How do I add a description and code?

Select the group heading from the drop box, and one trade description from the list below. 'Submit' will add this description and code to your company.

Add one trade description at a time, with up to a maximum of 4 trade descriptions per company.

[SIC\(07\) Business Description Reference Table](#)

SIC (Standard Industrial Classification) Codes

[LOG OUT AND FINISH LATER](#)[PRINT](#)[HELP](#)

Registered Address Details Location of Company Registers Company Officers **SIC** Capital Shareholders Submit

Company Number
Company Name
Data for Annual Return made up to

Companies House is replacing business activity codes SIC(03) with SIC(07). All SIC(03) codes will become obsolete.
Please choose your new SIC(07) code by selecting 'ADD NEW CODE' below.

Principal Business Activities

Former SIC(03) Code Former SIC(03) Description

SIC(07) Code	SIC(07) Description

[REMOVE](#) [ADD NEW CODE](#)

Principal Business Activities are correct [CONFIRM](#)

SIC Code

If a SIC code is not displayed at least one must be provided to proceed - select the 'Add new code' button.

An existing or new SIC code can be removed by selecting the 'Remove' button alongside the code you wish to remove.

A maximum of 4 codes can be provided.

[SIC\(07\) Business Description Reference Table](#)

Share Capital Screens

Share Capital
[LOG OUT AND FINISH LATER](#)
[PRINT](#)
[HELP](#)

Registered Address Details
Location of Company Registers
Company Officers
SIC
Capital
Shareholders
Submit

Company Number

Company Name

Data for Annual Return made up to

The submitted form should reflect the company's statement of capital at the date of this return.

All electronically filed capital information that is accepted will be placed on our records and updated within the WebFiling Annual Return.

Capital Information

Absent information must be provided to proceed, select 'Update / Amend' to provide.

Prescribed Particulars - a maximum of 4,000 characters can be submitted and displayed.

Changes Made

Currency:
Class of share:
Amount paid up on each share:
Amount unpaid on each share:
Number of shares:
Aggregate nominal value:
Prescribed particulars (of rights attached to shares)

(A maximum of 4,000 characters can be submitted and displayed. To view full description select 'Amend / update capital')

Options available

Update/amend capital: to update or amend statement of capital.

Add share class to this currency: to add a new share class to a currency.

Add new currency and class: to add to statement of capital.

Remove capital: to remove selected capital.

Undo last change: to undo the last change made within a section.

Totals

Totals will be displayed for each currency, they will be automatically updated to reflect any changes made to a statement of capital.

Multiple amount paid and unpaid details within the same class of share

This form is not currently able to capture multiple paid or unpaid amounts for the same class of share.

This information can currently only be provided using the Software Filing service or by submitting the paper version of the form.

Currency:

Total number of shares issued:

Total aggregate value of shares issued:

ADD SHARE CLASS TO THIS CURRENCY

ADD NEW CURRENCY AND CLASS

Share Capital Details are correct **CONFIRM**

Company Number
Company Name

All fields must be completed**See notes for information required on this screen.**

Currency

 [Select](#)

Class of share

Number of shares

Amount paid up on each share

Amount unpaid on each share

Aggregate nominal value

Prescribed particulars of rights attached to shares

Each share is entitled to one vote in any circumstances is an example of acceptable wording to be entered in the box below for a private company limited by shares incorporated using model articles. (See note 6)

[CANCEL](#)[SUBMIT](#)**Note 1: Class of share**

This class can be selected from the list available or entered manually. A class of share can only be selected once within each currency type.

Note 2: Number of shares

This is the total number of issued shares in this class. Only whole numbers can be provided.

Note 3: Amount paid up on each share

Please enter the amount that each shareholder has paid for each share that they hold in this share class. A value up to 9 whole numbers and 6 decimal places can be entered. The amount should include the share premium. If nothing has been paid please enter a zero.

Zero should only be entered in both amount paid and unpaid fields if the shares are for non-cash consideration.

Note 4: Amount unpaid on each share

Please enter the amount that each shareholder owes for each share that they hold in this share class. A value up to 9 whole numbers and 6 decimal places can be entered. The amount should include the share premium. If nothing is owed please enter a zero.

Zero should only be entered in both amount paid and unpaid fields if the shares are for non-cash consideration.

Note 5: Aggregate nominal value

This should be the number of shares multiplied by the nominal value of each share. A positive value up to 12 whole numbers and 3 decimal places can be entered.

Note 6: Prescribed particulars (of rights attached to shares)

- (a) particulars of any voting rights, including rights that arise only in certain circumstances;
- (b) particulars of any rights, as respects dividends, to participate in a distribution;
- (c) particulars of any rights, as respects entitlement to participate in a distribution (including on winding up); and
- (d) whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder and any terms or conditions relating to redemption of these shares.

Note 7: Multiple amount paid and unpaid details within the same class of share

This form is not currently able to capture multiple paid or unpaid amounts for the same class of share.

This information can currently only be provided using the Software Filing service or by submitting the paper version of the form.

Company Number Company Name	
All fields must be completed	
Currency	GBP - Pound Sterling
Class of share	<input type="text"/> Select
Number of shares	<input type="text"/>
Amount paid up on each share	<input type="text"/>
Amount unpaid on each share	<input type="text"/>
Aggregate nominal value	<input type="text"/>
Prescribed particulars of rights attached to shares <small>Each share is entitled to one vote in any circumstances is an example of acceptable wording to be entered in the box below for a private company limited by shares incorporated using model articles.</small> <div style="border: 1px solid black; height: 50px; width: 100%;"></div>	
CANCEL SUBMIT	
Note 1: Class of share <p>The class can be selected from the list available or entered manually. A class of share can only be selected once within each currency type.</p>	
Note 2: Number of shares <p>This is the total number of issued shares in this class. Only whole numbers can be provided.</p>	
Note 3: Amount paid up on each share <p>Please enter the amount that each shareholder has paid for each share that they hold in this share class. A value up to 9 whole numbers and 6 decimal places can be entered. The amount should include the share premium. If nothing has been paid please enter a zero.</p>	
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Note 6: Prescribed particulars (of rights attached to shares) <ul style="list-style-type: none"> (a) particulars of any voting rights, including rights that arise only in certain circumstances; (b) particulars of any rights, as respects dividends, to participate in a distribution; (c) particulars of any rights, as respects capital, to participate in a distribution (including on winding up); and (d) whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder and any terms or conditions relating to redemption of these shares. 	
Note 7: Multiple amount paid and unpaid details within the same class of share <p>This form is not currently able to capture multiple paid or unpaid amounts for the same class of share.</p>	
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Share holding screens

Details of Share holdings

[LOG OUT AND FINISH LATER](#) [PRINT](#) [HELP](#)

Registered Address Details	Location of Company Registers	Company Officers	SIC	Capital	Shareholders	Submit
----------------------------	-------------------------------	------------------	-----	---------	--------------	--------

Company Number
Company Name
 Data for Annual Return made up to

Please Note: If this screen is blank please update with details of the Shares held and Shareholders
 A maximum of 350 individual and joint shareholders can be provided - applies to all company types

Shareholding

Class
Number

[UPDATE](#) [TRANSFER OUT](#)

[CHANGE SHAREHOLDER DETAILS](#)

[ADD NEW JOINT SHAREHOLDER](#)

Shareholding

Class
Number

[UPDATE](#) [TRANSFER OUT](#)

[CHANGE SHAREHOLDER DETAILS](#)

[ADD NEW JOINT SHAREHOLDER](#)

Shareholding

Class
Number

[UPDATE](#) [TRANSFER OUT](#)

[CHANGE SHAREHOLDER DETAILS](#)

[ADD NEW JOINT SHAREHOLDER](#)

Shareholding

Class
Number

[UPDATE](#) [TRANSFER OUT](#)

[CHANGE SHAREHOLDER DETAILS](#)

[ADD NEW JOINT SHAREHOLDER](#)

[ADD / UPDATE OTHER SHAREHOLDERS](#)

Company shareholder details are correct [CONFIRM](#)

Action Block

-
-
-
-

Other Actions

Update Shareholding Details

Company Number	
Company Name	
Data for Annual Return made up to	
Class: <input type="text"/>	
Number: <input type="text"/>	
GO BACK	SUBMIT

Transfer Shareholder Details

Company Number	
Company Name	
Data for Annual Return made up to	
Details of Shareholding (Shares Held):	
Class: <input type="text"/>	
Number: <input type="text"/>	
Shares to be transferred	
Number <input type="text"/>	
Date of Transfer (dd/mm/yyyy) <input type="text"/>	
GO BACK	SUBMIT

CHANGE SHAREHOLDER DETAILS

Company Number	
Company Name	
Data for Annual Return made up to	
Surname / Company Name: <input type="text"/>	
Forename: <input type="text"/>	
GO BACK	SUBMIT

Add Joint Shareholder

Company Number
Company Name
Data for Annual Return made up to

This screen is to add a joint shareholder to this shareholding

Names

Shares Held	Class	Number
Surname / Company Name	<input type="text"/>	
Forename	<input type="text"/>	

[GO BACK](#) [SUBMIT](#)

Other Shareholders Details

Company Number
Company Name
Data for Annual Return made up to

Please complete the details of any persons or corporate bodies who are shareholders of the company at the date of this return and not listed in the shareholders section.

Also provide the details of any persons who became but have ceased to be shareholders of the company since the date of the last annual return.

If a joint shareholder holds shares in their own right enter that holding separately.

Surname / Company Name
Forename

Shares / stock held

Class	Number
<input type="text"/> Please select	<input type="text"/>
<input type="text"/> Please select	<input type="text"/>
<input type="text"/> Please select	<input type="text"/>

[GO BACK](#) [SUBMIT](#)

Submit screen

Annual Return Confirmation

LOG OUT AND FINISH LATER **PRINT** **HELP**

Registered Address Details	Location of Company Registers	Company Officers	SIC	Capital	Shareholders	Submit
----------------------------	-------------------------------	------------------	-----	---------	--------------	--------

Company Number
Company Name
Data for Annual Return made up to

You have made the changes listed below to your company information.
Where applicable, these changes will be displayed as individual form types.

When submitted, these changes will be processed within 2 working days and they will only be shown online once they have been accepted at Companies House.

When submitted, copies of your WebFiled data can be accessed from the Menu screen via the 'View Data Submitted' option.

Note: Copies are only available for 10 days after the original submission.

Details are correct **SUBMIT**

Contact details and authorisation screen

Contact details and authorisation

HELP

If there is a query on your filed information, we will contact you by email at the following address (see note 1)

Please ensure this email address is correct

If required, an alternative email address and/or contact details can be provided – any changes made will relate to this submission only

Forename:
Surname:
Telephone Number:

The position of the person authorising the submission of the information within this form must be one of the following: (see note 2)

Director, Secretary, **Person authorised**, Administrator, Administrative receiver, Receiver, Receiver manager, Charities Commission receiver and manager, CIC manager, Judicial Factor or **Liquidator**.

CANCEL **SUBMIT**

Note 1: Contact details
Changes to the email address will only relate to this submission. You can change the email address permanently via 'My Account Details' (available from a link above the Main Menu).
When providing additional contact details a forename, surname and telephone number must be given.

Note 2: Person authorising
Most positions can authorise the filing of all form types, but some exceptions apply - please see help for more information on these exceptions.
The position of 'Person authorised' is generally or specifically authorised in that behalf by the company's directors (under either section 270 or 274 of the Companies Act 2006).

Continue a return from a previous web session screen

Continue a previous return

HELP

Last time you logged in, you were filing an Annual Return, which you have not completed

Would you like to

- Continue with this Annual Return
- Forget all changes and return to the main menu

SUBMIT

Annual Return – for all subsequent filings, with a made up date on or after 1 October 2011

Annual Return HELP

Company Number
Company Name
Previous Annual Returns were filed for this company up to the following dates:

The Annual Return allows you to submit a snapshot of your company data, which will update your company information on our register.

- Companies House is replacing all business activity codes. Therefore in the SIC (Standard Industrial Classification) section of this annual return you will be asked to provide a new trade description.
- The capital section of the Annual Return can not capture multiple paid or unpaid amounts for the same class of share.

Keep your expected Annual Return date **OR** **Change your Annual Return date below**

The made up date of your next Annual Return is Enter the new date (dd/mm/yyyy)

[GO BACK](#) [CONTINUE](#)

Trading on a market question screen

Annual Return HELP

Company Number
Company Name
Previous Annual Returns were filed for this company up to the following dates:

The Annual Return allows you to submit a snapshot of your company data, which will update your company information on our register.

- Companies House is replacing all business activity codes. Therefore in the SIC (Standard Industrial Classification) section of this annual return you will be asked to provide a new trade description.
- The capital section of the Annual Return can not capture multiple paid or unpaid amounts for the same class of share.

Keep your expected Annual Return date **OR** **Change your Annual Return date below**

The made up date of your next Annual Return is

Enter the new date (dd/mm/yyyy)

Were any of the company's shares admitted to trading on a market at any time during this return period? (change if necessary)

Yes
 No

GO BACK CONTINUE

DTR5 question screen

Annual Return HELP

Company Number
Company Name

Was the company throughout the return period an issuer to which DTR5* applies, with shares admitted to trading on a market? (change if necessary)

No
 Yes

* DTR5 refers to Vote Holder and Issuer Notification Rules contained in Chapter 5 of the Disclosure and Transparency Rules source book issued by the Financial Services Authority. For example, notification is required when the % acquisition of a shareholder in the company has reached a certain threshold (starting at 3%).

If you answer NO to the above question you will be asked to provide the names and addresses of those shareholders with 5% or more shareholdings as at the date of the return.

If you answer YES to the above question no shareholders details are required and the shareholders section of this annual return will not be displayed.

GO BACK CONFIRM

Registered Office Address Screen

Address Details

LOG OUT AND FINISH LATER PRINT HELP

Registered Address Details Location of Company Registers Company Officers SIC Capital Shareholders Submit

Company Number
Company Name
Data for Annual Return made up to

Registered Office Address

.....

UPDATE

The address details are correct CONFIRM

Registered Office Address

This address must be a physical location for the delivery or inspection of documents. It cannot be a PO Box number (unless contained within a full address), a DX or LP number.

This address must be located in the same area of the UK in which your company is registered:
England/Wales companies - the address can be in England or Wales
Welsh companies - the address must be in Wales
Companies registered in Scotland - the address must be in Scotland
Companies registered in Northern Ireland - the address must be in Northern Ireland

SAIL Screen

Single alternative inspection location (SAIL) address and location of register(s)

[LOG OUT AND FINISH LATER](#) [PRINT](#) [HELP](#)

[Registered Address Details](#) [Location of Company Registers](#) [Company Officers](#) [SIC](#) [Capital](#) [Shareholders](#) [Submit](#)

Company Number
Company Name
Data for Annual Return made up to

SAIL Address
No SAIL address registered – do not update if all records are kept at Registered Office
[Update address or location of records](#) [UPDATE](#)

Company records held at the single alternative inspection location (SAIL):
Not applicable

If records are **moved to** the SAIL address a **form AD03** will be generated upon submission
If records are **moved from** the SAIL address a **form AD04** will be generated upon submission

Details are correct [CONFIRM](#)

Other Tasks
[View registered office address](#)
[View list of record types](#)

SAIL Address
The SAIL address is an alternative location to the registered office, where records can be kept for inspection.
This address must be a physical location for the inspection of documents. It cannot be a PO Box number (unless contained within a full address), a DX or LP number.
SAIL address details are only required if records are currently kept at the SAIL address.
If you wish to update the SAIL address or the records held at SAIL, select the UPDATE button.

Officers Screen

Company Officers

[LOG OUT AND FINISH LATER](#)

[Registered Address Details](#) [Location of Company Registers](#) [Company Officers](#) [SIC](#) [Capital](#) [Shareholders](#) [Submit](#)

Company Number
Company Name
Data for Annual Return made up to

The address details displayed are service addresses or registered (or principal) office addresses in the case of corporate bodies.

Please select an appointment

first < 1 2

DIRECTOR

Appointed

Occupation
Nationality
Country/State of residence

Date of Birth

[UPDATE DETAILS](#) [UNDO LAST CHANGE](#)

DIRECTOR

Appointed

Occupation
Nationality
Country/State of residence

Date of Birth

[UPDATE DETAILS](#) [UNDO LAST CHANGE](#)

first < 1 2

To appoint a new company officer, select the appointment type:

[APPOINT A PERSON AS A NEW DIRECTOR \(AP01\)](#) [APPOINT A NEW CORPORATE DIRECTOR \(AP02\)](#)

[APPOINT A PERSON AS A NEW SECRETARY \(AP03\)](#) [APPOINT A NEW CORPORATE SECRETARY \(AP04\)](#)

If you have previously appointed a Director or Secretary to this company (electronically or on paper) that is NOT yet reflected in this annual return - DO NOT re-appoint.

Details are correct [CONFIRM](#)

Note 1: New information requirements for directors

The new information requirements for directors are:
- person appointments must provide details of 'Country/State of residence'
- corporate appointments must provide either 'EEA' or 'non-EEA' details

If new information is required, it will be displayed beneath the director details.

The new information must be filed for each director individually, using change form(s) accessed by selecting the 'UPDATE DETAILS' button.

New information required must be provided to proceed to the next section of the Annual Return.

Note 2: EEA companies (European Economic Area)

The UK is part of the EEA but the criteria for being an EEA company are not based on geographical location alone. The fact that a corporate body is registered (or based) within an EEA country does not necessarily make it an EEA company.

A list of countries which comprise the EEA is available in Help - to view select [EEA Countries](#).

An EEA company is one to which the First Company Law Directive (88/81/EEC) applies. You are required to give details of the register where the company file is kept (including the relevant state). The register (central register, commercial register, company register) is the one mentioned in Article 3 of the Directive.

Note 3: non-EEA companies (European Economic Area)

A non-EEA company is one to which the First Company Law Directive (88/81/EEC) does NOT apply.

A non-EEA company is either a corporate body or firm that is a legal person under its governing law. For example, a UK limited liability partnership, Scottish limited partnership, United States LLC etc.

Note 4: New 'company officer' information within your Annual Return

New company officer information provided as part of your Annual Return will automatically create additional form types upon submission of the Annual Return (AP01, CH02, TM01 etc.).

This new information will ONLY be included within the Annual Return form itself if the new information provided occurred on/before the date of the Annual Return; if after the date, the new information would be submitted as an individual form type.

For appointment changes with an event date on or after 1/10/09 a 'new form' type must be submitted (AP01, CH02, TM01 etc.), for an event date before 1/10/09 an 'old form' type must be submitted (288a, 288b or 288c).

The submission of 'old form' types are NOT available within the Annual Return and must be submitted separately outside of this Annual Return. To ensure your Annual Return includes changes that occurred during the period of the Annual Return:
- Select the option 'Finish later' to 'Save this Annual Return'
- Log back into WebFiling and select
 - 'Forget all changes and return to the main menu'
 - Complete and submit the relevant 'old form' and await its acceptance
 - Select 'Annual Return' from the menu, the accepted changes should be reflected

SIC screens

SIC (Standard Industrial Classification) Codes

[LOG OUT AND FINISH LATER](#) [PRINT](#) [HELP](#)

Registered Address Details	Location of Company Registers	Company Officers	SIC	Capital	Shareholders	Submit
----------------------------	-------------------------------	------------------	-----	---------	--------------	--------

Company Number
Company Name
 Data for Annual Return made up to

Principal Business Activities

SIC(07) Code	SIC(07) Description
	REMOVE
	ADD NEW CODE

Principal Business Activities are correct

SIC Code

If a SIC code is not displayed at least one must be provided to proceed - select the 'Add new code' button.

An existing or new SIC code can be removed by selecting the 'Remove' button alongside the code you wish to remove.

A maximum of 4 codes can be provided.

[SIC\(07\) Business Description Reference Table](#)

SIC Code Selection

[HELP](#)

Company Number
Company Name

Principal Business Activities

Step 1 - Select a group heading

Step 2 - Select a trade description.
Select a group heading to display the trade descriptions.

Note 1: How do I add a description and code?

Select the group heading from the drop down box, and one trade description from the list below. 'Submit' will add this description and code to your company.

Add one trade description at a time, with up to a maximum of 4 trade descriptions per company.

[SIC\(07\) Business Description Reference Table](#)

Company Number

Company Name

Principal Business Activities**Step 1 - Select a group heading****Step 2 - Select a trade description.**

-
-
-
-
-
-

[GO BACK](#)[SUBMIT](#)**Note 1: How do I add a description and code?**

Select the group heading from the drop down box, and one trade description from the list below. 'Submit' will add this description and code to your company.

Add one trade description at a time, with up to a maximum of 4 trade descriptions per company.
[SIC\(07\) Business Description Reference Table](#)

Share Capital Screens

Share Capital
[LOG OUT AND FINISH LATER](#)
[PRINT](#)
[HELP](#)

Registered Address Details
Location of Company Registers
Company Officers
SIC
Capital
Shareholders
Submit

Company Number

Company Name

Data for Annual Return made up to

The submitted form should reflect the company's statement of capital at the date of this return.

All electronically filed capital information that is accepted will be placed on our records and updated within the WebFiling Annual Return.

Capital Information

Absent information must be provided to proceed, select 'Update / Amend' to provide.

Prescribed Particulars - a maximum of 4,000 characters can be submitted and displayed.

Changes Made

Currency:
Class of share:
Amount paid up on each share:
Amount unpaid on each share:
Number of shares:
Aggregate nominal value:
Prescribed particulars (of rights attached to shares)

(A maximum of 4,000 characters can be submitted and displayed. To view full description select 'Amend / update capital')

Options available

Update/amend capital: to update or amend statement of capital.

Add share class to this currency: to add a new share class to a currency.

Add new currency and class: to add to statement of capital.

Remove capital: to remove selected capital.

Undo last change: to undo the last change made within a section.

Totals

Totals will be displayed for each currency, they will be automatically updated to reflect any changes made to a statement of capital.

Multiple amount paid and unpaid details within the same class of share

This form is not currently able to capture multiple paid or unpaid amounts for the same class of share.

This information can currently only be provided using the Software Filing service or by submitting the paper version of the form.

ADD SHARE CLASS TO THIS CURRENCY

ADD NEW CURRENCY AND CLASS

Share Capital Details are correct

Company Number Company Name	
<p>All fields must be completed</p> <p>See notes for information required on this screen.</p> <p>Currency <input type="text"/> <input type="button" value="Select"/></p> <p>Class of share <input type="text"/></p> <p>Number of shares <input type="text"/></p> <p>Amount paid up on each share <input type="text"/></p> <p>Amount unpaid on each share <input type="text"/></p> <p>Aggregate nominal value <input type="text"/></p> <p>Prescribed particulars of rights attached to shares</p> <p>Each share is entitled to one vote in any circumstances is an example of acceptable wording to be entered in the box below for a private company limited by shares incorporated using model articles. (See note 6)</p> <p><input type="text"/></p>	
<input type="button" value="CANCEL"/>	<input type="button" value="SUBMIT"/>
<p>Note 1: Class of share</p> <p>This class can be selected from the list available or entered manually. A class of share can only be selected once within each currency type.</p> <hr/> <p>Note 2: Number of shares</p> <p>This is the total number of issued shares in this class. Only whole numbers can be provided.</p> <hr/> <p>Note 3: Amount paid up on each share</p> <p>Please enter the amount that each shareholder has paid for each share that they hold in this share class. A value up to 9 whole numbers and 6 decimal places can be entered. The amount should include the share premium. If nothing has been paid please enter a zero.</p> <p>Zero should only be entered in both amount paid and unpaid fields if the shares are for non-cash consideration.</p> <hr/> <p>Note 4: Amount unpaid on each share</p> <p>Please enter the amount that each shareholder owes for each share that they hold in this share class. A value up to 9 whole numbers and 6 decimal places can be entered. The amount should include the share premium. If nothing is owed please enter a zero.</p> <p>Zero should only be entered in both amount paid and unpaid fields if the shares are for non-cash consideration.</p> <hr/> <p>Note 5: Aggregate nominal value</p> <p>This should be the number of shares multiplied by the nominal value of each share. A positive value up to 12 whole numbers and 3 decimal places can be entered.</p> <hr/> <p>Note 6: Prescribed particulars (of rights attached to shares)</p> <p>(a) particulars of any voting rights, including rights that arise only in certain circumstances; (b) particulars of any rights, as respects dividends, to participate in a distribution; (c) particulars of any rights, as respects capital, to participate in a distribution (including on winding up); and (d) whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder and any terms or conditions relating to redemption of these shares.</p> <hr/> <p>Note 7: Multiple amount paid and unpaid details within the same class of share</p> <p>This form is not currently able to capture multiple paid or unpaid amounts for the same class of share.</p> <p>This information can currently only be provided using the Software Filing service or by submitting the paper version of the form.</p>	

Company Number Company Name	
All fields must be completed	
Currency	GBP - Pound Sterling
Class of share	<input type="text"/> Select
Number of shares	<input type="text"/>
Amount paid up on each share	<input type="text"/>
Amount unpaid on each share	<input type="text"/>
Aggregate nominal value	<input type="text"/>
Prescribed particulars of rights attached to shares <small>Each share is entitled to one vote in any circumstances is an example of acceptable wording to be entered in the box below for a private company limited by shares incorporated using model articles.</small> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>	
CANCEL SUBMIT	
Note 1: Class of share <p>The class can be selected from the list available or entered manually. A class of share can only be selected once within each currency type.</p>	
Note 2: Number of shares <p>This is the total number of issued shares in this class. Only whole numbers can be provided.</p>	
Note 3: Amount paid up on each share <p>Please enter the amount that each shareholder has paid for each share that they hold in this share class. A value up to 9 whole numbers and 6 decimal places can be entered. The amount should include the share premium. If nothing has been paid please enter a zero.</p>	
<p>Zero should only be entered in both amount paid and unpaid fields if the shares are for non-cash consideration.</p>	
Note 4: Amount unpaid on each share <p>Please enter the amount that each shareholder owes for each share that they hold in this share class. A value up to 9 whole numbers and 6 decimal places can be entered. The amount should include the share premium. If nothing is owed please enter a zero.</p>	
<p>Zero should only be entered in both amount paid and unpaid fields if the shares are for non-cash consideration.</p>	
Note 5: Aggregate nominal value <p>This should be the number of shares multiplied by the nominal value of each share. A positive value up to 12 whole numbers and 3 decimal places can be entered.</p>	
Note 6: Prescribed particulars (of rights attached to shares) <ul style="list-style-type: none"> (a) particulars of any voting rights, including rights that arise only in certain circumstances; (b) particulars of any rights, as respects dividends, to participate in a distribution; (c) particulars of any rights, as respects capital, to participate in a distribution (including on winding up); and (d) whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder and any terms or conditions relating to redemption of these shares. 	
Note 7: Multiple amount paid and unpaid details within the same class of share <p>This form is not currently able to capture multiple paid or unpaid amounts for the same class of share.</p>	
<p>This information can currently only be provided using the Software Filing service or by submitting the paper version of the form.</p>	

Share holding screens

Details of Share holdings

[LOG OUT AND FINISH LATER](#) [PRINT](#) [HELP](#)

Registered Address Details	Location of Company Registers	Company Officers	SIC	Capital	Shareholders	Submit
----------------------------	-------------------------------	------------------	-----	---------	--------------	--------

Company Number
Company Name
 Data for Annual Return made up to

Please Note: If this screen is blank please update with details of the Shares held and Shareholders
 A maximum of 350 individual and joint shareholders can be provided - applies to all company types

Shareholding

Class
Number

[UPDATE](#) [TRANSFER OUT](#)

[CHANGE SHAREHOLDER DETAILS](#)

[ADD NEW JOINT SHAREHOLDER](#)

Shareholding

Class
Number

[UPDATE](#) [TRANSFER OUT](#)

[CHANGE SHAREHOLDER DETAILS](#)

[ADD NEW JOINT SHAREHOLDER](#)

Shareholding

Class
Number

[UPDATE](#) [TRANSFER OUT](#)

[CHANGE SHAREHOLDER DETAILS](#)

[ADD NEW JOINT SHAREHOLDER](#)

Shareholding

Class
Number

[UPDATE](#) [TRANSFER OUT](#)

[CHANGE SHAREHOLDER DETAILS](#)

[ADD NEW JOINT SHAREHOLDER](#)

[ADD / UPDATE OTHER SHAREHOLDERS](#)

Action Block

-
-
-
-

Other Actions

Company shareholder details are correct [CONFIRM](#)

Update Shareholding Details

Company Number
Company Name
Data for Annual Return made up to
Class: <input type="text"/>
Number: <input type="text"/>
<input type="button" value="GO BACK"/> <input type="button" value="SUBMIT"/>

Transfer Shareholder Details

Company Number
Company Name
Data for Annual Return made up to
Details of Shareholding (Shares Held):
Class: <input type="text"/>
Number: <input type="text"/>
Shares to be transferred
Number <input type="text"/>
Date of Transfer (dd/mm/yyyy) <input type="text"/>
<input type="button" value="GO BACK"/> <input type="button" value="SUBMIT"/>

CHANGE SHAREHOLDER DETAILS

Company Number
Company Name
Data for Annual Return made up to
Surname / Company Name: <input type="text"/>
Forename: <input type="text"/>
<input type="button" value="GO BACK"/> <input type="button" value="SUBMIT"/>

Add Joint Shareholder

Company Number
Company Name
Data for Annual Return made up to

This screen is to add a joint shareholder to this shareholding

Names

Shares Held	Class	Number
Surname / Company Name	<input type="text"/>	
Forename	<input type="text"/>	

GO BACK **SUBMIT**

Other Shareholders Details

Company Number
Company Name
Data for Annual Return made up to

Please complete the details of any persons or corporate bodies who are shareholders of the company at the date of this return and not listed in the shareholders section.

Also provide the details of any persons who became but have ceased to be shareholders of the company since the date of the last annual return.

If a joint shareholder holds shares in their own right enter that holding separately.

Surname / Company Name
Forename

Shares / stock held

Class	Number
<input type="text"/> Please select	<input type="text"/>
<input type="text"/> Please select	<input type="text"/>
<input type="text"/> Please select	<input type="text"/>

GO BACK **SUBMIT**

Submit screen

Annual Return Confirmation

LOG OUT AND FINISH LATER **PRINT** **HELP**

Registered Address Details	Location of Company Registers	Company Officers	SIC	Capital	Shareholders	Submit
----------------------------	-------------------------------	------------------	-----	---------	--------------	--------

Company Number
Company Name
Data for Annual Return made up to

You have made the changes listed below to your company information.
Where applicable, these changes will be displayed as individual form types.

When submitted, these changes will be processed within 2 working days and they will only be shown online once they have been accepted at Companies House.

When submitted, copies of your WebFiled data can be accessed from the Menu screen via the 'View Data Submitted' option.

Note: Copies are only available for 10 days after the original submission.

Details are correct **SUBMIT**

Contact details and authorisation screen

Contact details and authorisation

HELP

If there is a query on your filed information, we will contact you by email at the following address (see note 1)

Please ensure this email address is correct

If required, an alternative email address and/or contact details can be provided – any changes made will relate to this submission only

Forename:
Surname:
Telephone Number:

The position of the person authorising the submission of the information within this form must be one of the following: (see note 2)

Director, Secretary, **Person authorised**, Administrator, Administrative receiver, Receiver, Receiver manager, Charities Commission receiver and manager, CIC manager, Judicial Factor or **Liquidator**.

CANCEL **SUBMIT**

Note 1: Contact details
Changes to the email address will only relate to this submission. You can change the email address permanently via 'My Account Details' (available from a link above the Main Menu).
When providing additional contact details a forename, surname and telephone number must be given.

Note 2: Person authorising
Most positions can authorise the filing of all form types, but some exceptions apply - please see help for more information on these exceptions.
The position of 'Person authorised' is generally or specifically authorised in that behalf by the company's directors (under either section 270 or 274 of the Companies Act 2006).

Continue a return from a previous web session screen

Continue a previous return

HELP

Last time you logged in, you were filing an Annual Return, which you have not completed

Would you like to

- Continue with this Annual Return
- Forget all changes and return to the main menu

SUBMIT

Change of registered office address

(AD01) Change of Registered Office Address

Company Number Company Name

Current Address:

Please enter the new details. See note 1.

Care of Name (if part of address)
PO Box No (if part of address)
Country
Postcode
Building Name/No.
Address Line 1
Address Line 2
Post Town
County/Region

Note 1: Registered office address

This address must be a physical location for the delivery or inspection of documents. It cannot be a PO Box number (unless contained within a full address), a DX or LP number.

This address must be located in the same area of the UK in which your company is registered:
England/Wales companies - the address can be in England or Wales
Wales - the address must be in Wales
Companies registered in Scotland - the address must be in Scotland
Companies registered in Northern Ireland - the address must be in Northern Ireland

Service Desk: +44 (0)303 1234 500 available 08:30 to 19:00 (UK time)*Mon-Fri Email: enquiries@companyhouse.gov.uk

Notification of single alternative inspection location
Change of location of company records to the registered office
Change of location of the records to the single alternative inspection location

Notification of single alternative inspection location (SAIL) and of records moved to or from the SAIL address (forms AD02, AD03, AD04)

Company Number [REDACTED]
Company Name [REDACTED]

Current Address:
 No address registered

Notification of single alternative inspection location (SAIL) (AD02)
 Please enter new details (or overtype if applicable). See note 1.

Care of Name (if part of address)	[REDACTED]
PO Box No (if part of address)	[REDACTED]
Country	Please select <input type="button" value="▼"/>
Postcode	[REDACTED] <input type="button" value="LOOKUP"/>
Building Name/No.	[REDACTED]
Address Line 1	[REDACTED]
Address Line 2	[REDACTED]
Post Town	[REDACTED]
County/Region	[REDACTED]

If new details are entered for the SAIL address a **form AD02** will be generated upon submission.

Change of location of company records to the single alternative inspection location (SAIL) - (AD03)
 The following records are applicable to all company types, unless otherwise indicated. See note 2.

Please confirm which of the following records are kept at the SAIL address:

- Register of members
- Register of directors
- Directors' service contracts
- Directors' indemnities
- Register of secretaries
- Records of resolutions and meetings
- Register of debenture holders
- Instruments creating charges and register of charges (only applicable to companies in England/Wales or NI/Ireland)
- Instruments creating charges and register of charges (only applicable to companies in Scotland)
- Contracts relating to purchase of own shares (only applicable to companies limited by shares)
- Documents relating to redemption or purchase of own shares out of capital by private company (only applicable to companies limited by shares)
- Report to members on outcome of investigation by public company into interests in its shares (only applicable to public limited companies)
- Register of interests in shares disclosed to public company (only applicable to public limited companies)

If records are **moved to** the SAIL address a **form AD03** will be generated upon submission
 If records are **moved from** the SAIL address a **form AD04** will be generated upon submission

Other Tasks

- View company's registered office address

Note 1: SAIL address

The SAIL address is an alternative location to the registered office, where company records can be kept for inspection.

This address must be a physical location for the inspection of documents. It cannot be a PO Box number (unless contained within a full address), a DX or LP number.

This address must be located in the same area of the UK in which your company is registered:
 England/Wales companies - the address can be in England or Wales
 Welsh companies - the address must be in Wales
 Companies registered in Scotland - the address must be in Scotland
 Companies registered in Northern Ireland - the address must be in Northern Ireland

...www.companieshouse.gov.uk requires before, or with a notification of company records that are kept at the SAIL address.

Note 2: Location of company records

Please select the corresponding checkbox to indicate which company records are kept at the SAIL address.

If a checkbox is already selected, it indicates that notification of the company records being kept at the SAIL address have been provided previously.

Only company records newly selected within this session will be included upon a submitted form AD03.

If you wish to move the location of company records from the SAIL address, unselect the checkbox and a form AD04 will be submitted.

Notice of change of name by special resolution

Method selection screen

The screenshot shows a web-based application for changing a company's name. At the top, there are language options: English (selected) and Cymraeg. Below this, the title 'Change of Name Standard Service £8 Charge' is displayed. On the left, there is a form field for 'Company Number' and another for 'Company Name'. To the right of the form, there is a note titled 'Note 1: Changing a company name' which states: 'The NM01 - Change of name by resolution is the only method currently available via WebFiling.' Below this note, there are two sections: 'Note 2: Other change of name methods' and 'Note 3: Fee for change of name'. The 'Note 2' section contains information about other methods being applicable in exceptional circumstances and the NM01 method being used for specific reasons. The 'Note 3' section details the fee structure for submitting a change of name electronically. At the bottom of the page, there is a footer bar with service desk contact information: 'Service Desk: +44 (0)303 1234 500, available 08:30 to 18:00 (UK time) *Mon-Fri' and 'Email: enquiries@companieshouse.gov.uk'.

Proposed new name

Notice of change of name by resolution (NM01 & Resolution) - standard service £8 charge

CANCEL AND RETURN TO MENU PRINT HELP

New name details

Proposed New Name Resolution Details Submit

Company Number
Company Name

New name details

Change of name guidance – see notes

Enter proposed new name

Select a name ending

Please select ▾

See Note 2 for more information **CHECK THIS NAME**

GO BACK CONFIRM

Note 1: New name requirements

You must enter a new name and select one of the name ending options available.

The new name cannot contain more than 160 characters (including spaces and name ending). All new name letters will be converted to capitals. Some symbols are not permitted within the name.

See **HELP** for more information about 'Change of Name' requirements.

Note 2: Name check - sensitive word(s) and same as

You can check if the proposed new name is available and also if it contains a sensitive word(s) by selecting the 'CHECK THIS NAME' button. The 'CHECK THIS NAME' facility offers no guarantee that the name will be accepted, if the name is rejected you will be advised of the reason(s) why in the rejection email.

Same as? name results available using WelshCheck.

The new name may not be accepted if it contains any words considered to be sensitive, or if it is the same as an existing name on the Register.

Need to submit a change of name with a sensitive word? – See help FAQ 40.8

Note 3: Name endings

Only name endings applicable to your company type will be available for selection.

Welsh name endings should only be selected by eligible Welsh companies.

Selecting a new name ending is a valid name change (e.g. LIMITED TO LTD).

See **HELP** for more information about 'Change of Name' requirements.

Note 4: Saving changes on this screen

If you return to this screen to make changes, the changes will only be stored if 'CONFIRM' is selected.

Service Desk: +44 (0)303 1234 500, available 08:30 to 18:00 (UK time) *Mon-Fri Email: enquiries@companieshouse.gov.uk

Resolution details

Notice of change of name by resolution (NM01 & Resolution) - same day service £30 charge

CANCEL AND RETURN TO MENU PRINT HELP

Proposed New Name Resolution Details Submit

Company Number
Company Name

This resolution to change the name of this company was agreed and passed by the members on the
Please enter the date of resolution (dd/mm/yyyy)
That the name of the company be changed to:

GO BACK The resolution details are correct CONFIRM

Note 1: Resolution date
The resolution date, in this instance, is the date on which the members (officers) of the company agreed to change the company name.
This date cannot be in the future or prior to 1/1/2009 using these forms.

Note 2: Resolution details
The change of name by resolution (NM01) method should only be used if the information provided (proposed new name and resolution date) corresponds with the agreed resolution details passed by the members.
This is a resolution passed at a general meeting of the company by 75% of those members entitled to vote.

Submit change of name

Notice of change of name by resolution (NM01 & Resolution) - same day service £30 charge
Change of Name Confirmation

Proposed New Name **Resolution Details** **Submit**

Company Number
Company Name

You have made the changes detailed below.
Where applicable these changes will be displayed as individual form types.

A change of name submitted using the 'same day service' should be processed that day, if received by 15:00 (UK time).
When submitted, copies of your WebFiled data can be accessed from the Menu screen via the 'View Data Submitted' option.

Notice of change of name by resolution (NM01)
Special Resolution (RFR15)
same day service £30 charge

Current Name
Proposed New Name

Notice is given that this company has resolved to change the company name to the proposed new name displayed above. (Please select to continue.)

GO BACK Details are correct SUBMIT

Note 1: The proposed new name
The new name will not be accepted if it contains any words considered to be sensitive, or if it is the same as an existing name on the register.
We will send you an email within 3 hours of submission to confirm receipt of your change of name request.

Note 2: Payment and refund
Payments made by credit/debit card will be automatically refunded if the change of name submission is rejected.
Refunds are processed within 24 hrs of rejection but may take up to 4 days to show on your statement.
Payments made by account will only be taken for accepted change of name submissions.

Note 3: Accepted name changes
If the change of name is accepted, we will send you an email to confirm acceptance with your new certificate attached (in PDF format).

Service Desk +44 (0)303 1234 500, available 08:30 to 18:00 (UK time) *Mon-Fri Email: enquiries@companieshouse.gov.uk

Contact details and authorisation

Contact details and authorisation

[HELP](#)

If there is a query on your filed information, we will contact you by email at the following address (See note 1)

Please ensure this email address is correct

If required, an alternative email address and/or contact details can be provided – any changes made will relate to this submission only

Forename:

Surname:

Telephone Number:

The position of the person authorising the submission of the information within this form must be one of the following: (See note 2)

Director, Secretary, Person authorised, Administrator, Administrative receiver, Receiver, Receiver manager, Charities Commission receiver and manager, CIC manager or Liquidator.

Note 1: Contact details

Changes to the email address will only relate to this submission. You can change the email address permanently via 'My Account Details' (available from a link above the Main Menu).

When providing additional contact details a forename, surname and telephone number must be given.

Note 2: Person authorising

Most positions can authorise the filing of all form types, but some exceptions apply - please see help for more information on these exceptions.

The position of 'Person authorised' is generally or specifically authorised in that behalf by the company's directors (under either section 270 or 274 of the Companies Act 2006).

Service Desk +44 (0)303 1234 500 available 08:30 to 18:00 (UK time) *Mon-Fri Email: enquiries@companieshouse.gov.uk

Return of allotment of shares

(SH01) Return of allotment of shares

Company Number: Company Name:

An allotment must be provided to submit this form
Please complete all fields indicated

This is the latest statement of capital held by Companies House for your company.
The submitted form should reflect the company's statement of capital at the date of this return.
All electronically filed capital information that is accepted will be placed on our records and updated within the Web-Filing Annual Return.
Please provide absent information by selecting 'UPDATE / AMEND CAPITAL'.

Currency:	GBP - Pound Sterling
Class of share:	Ordinary
Amount paid up on each share:	0.000000
Amount unpaid on each share:	0.000000
Number of shares:	100
Aggregate nominal value:	100.000000

Prescribed particulars (of rights attached to shares)
(To view full description select 'Amend / update capital')

UPDATE / AMEND CAPITAL **ADD ALLOTMENT** **REMOVE CAPITAL**

Currency: GBP - Pound Sterling
Total number of shares issued: 100
Total aggregate value of shares issued: 100.000000

ADD SHARECLASS TO THIS CURRENCY

CANCEL

Note 1: Information that must be provided to submit this form

Absent capital information.
At least one allotment must be added to submit this form.
Alotment dates: if all shares were allotted on the same day enter that date in the 'from' field; if allotted over a period of time complete both 'from' and 'to' dates.
You should update your statement(s) of capital to reflect new allotment details.

Note 2: Options available

Update absent capital to update or amend statement of capital; update capital to reflect new allotment added; provide absent information; correct discrepancies.
Add allotment: to provide details of a new allotment, including the allotment date(s). All allotments provided on this form should relate to the same date(s).
Add share class to this currency: to add a new share class to a currency.
Add new currency and class: to add a new statement of capital.
Remove capital: to remove selected statement of capital and associated allotment.
Remove allotment: will remove new allotment details.
Undo last change: to undo the last change made within a section.

Note 3: Totals

Financial intranet 100%

Update or amend capital

Company Number: Company Name:

All fields must be completed
See notes for information required on this screen.

Currency	GBP - Pound Sterling
Class of share	Ordinary <input type="button" value="Select"/>
Number of shares	100
Amount paid up on each share	0
Amount unpaid on each share	0
Aggregate nominal value	100

Prescribed particulars of rights attached to shares (See note 6)

CANCEL **SUBMIT**

Note 1: Class of share

The class can be selected from the list available or entered manually. A class of share can only be selected once within each currency type; up to 8 different classes of share can be provided for each currency.

Note 2: Number of shares

This is the total number of issued shares in this class. Only whole numbers can be provided.

Note 3: Amount paid up on each share

The amount should include the share premium. If no amount has been paid '0' should be entered. A value up to 8 decimal places can be given.

Note 4: Amount unpaid on each share

The amount should include the share premium. If no amount has been paid '0' should be entered. A value up to 8 decimal places can be given.

Note 5: Aggregate nominal value

This should be the number of shares multiplied by the nominal value of each share. A value up to 8 decimal places can be given.

Note 6: Prescribed particulars of rights attached to shares

Financial intranet 100%

Add allotment

Company Number	██████████																						
Company Name	██████████																						
<p>All fields must be completed unless otherwise specified</p> <table border="1"> <tr> <td>Currency</td> <td>GBP - Pound Sterling</td> </tr> <tr> <td>Class of share</td> <td>Ordinary</td> </tr> <tr> <td>Number of shares allotted</td> <td>██████████</td> </tr> <tr> <td>Nominal value of each share</td> <td>██████████</td> </tr> <tr> <td>Amount paid (including share premium)</td> <td>██████████</td> </tr> <tr> <td>Amount unpaid (including share premium)</td> <td>██████████</td> </tr> <tr> <td colspan="2">Details of non-cash consideration (optional) ██████████ (A maximum of 2,000 characters can be entered)</td> </tr> <tr> <td colspan="2"> <p>Dates allotted</p> <table border="1"> <tr> <td>Allotment period from</td> <td>██████████</td> </tr> <tr> <td>Allotment period to (optional)</td> <td>██████████</td> </tr> </table> </td> </tr> <tr> <td colspan="2"> <input type="button" value="CANCEL"/> <input type="button" value="SUBMIT"/> </td> </tr> </table>		Currency	GBP - Pound Sterling	Class of share	Ordinary	Number of shares allotted	██████████	Nominal value of each share	██████████	Amount paid (including share premium)	██████████	Amount unpaid (including share premium)	██████████	Details of non-cash consideration (optional) ██████████ (A maximum of 2,000 characters can be entered)		<p>Dates allotted</p> <table border="1"> <tr> <td>Allotment period from</td> <td>██████████</td> </tr> <tr> <td>Allotment period to (optional)</td> <td>██████████</td> </tr> </table>		Allotment period from	██████████	Allotment period to (optional)	██████████	<input type="button" value="CANCEL"/> <input type="button" value="SUBMIT"/>	
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(SH01) Return of allotment of shares

Company Number: ██████████	Company Name: ██████████	HELP																
<p>At least one statement of capital must be provided to submit this form An allotment must be provided to submit this form</p>																		
<p>This is the latest statement of capital held by Companies House for your company. The submitted form should reflect the company's statement of capital at the date of this return. All electronically filed capital information that is accepted will be placed on our records and updated within the WebFiling Annual Return. Please provide absent information by selecting 'UPDATE / AMEND CAPITAL'</p>																		
<p>Changes Made (Removed)</p> <table border="1"> <tr> <td>Currency:</td> <td>GBP - Pound Sterling</td> </tr> <tr> <td>Class of share:</td> <td>Ordinary</td> </tr> <tr> <td>Amount paid up on each share:</td> <td>0.000000</td> </tr> <tr> <td>Amount unpaid on each share:</td> <td>0.000000</td> </tr> <tr> <td>Number of shares:</td> <td>100</td> </tr> <tr> <td>Aggregate nominal value:</td> <td>100.000000</td> </tr> <tr> <td colspan="2">Prescribed particulars (of rights attached to shares) (To view full description select 'Amend / update capital')</td> </tr> <tr> <td colspan="2"> <input type="button" value="INFO LAST CHANGE"/> </td> </tr> </table>			Currency:	GBP - Pound Sterling	Class of share:	Ordinary	Amount paid up on each share:	0.000000	Amount unpaid on each share:	0.000000	Number of shares:	100	Aggregate nominal value:	100.000000	Prescribed particulars (of rights attached to shares) (To view full description select 'Amend / update capital')		<input type="button" value="INFO LAST CHANGE"/>	
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<p>Currency: GBP - Pound Sterling Total number of shares issued: 0 Total aggregate value of shares issued: 0.000000</p>																		
<p><input type="button" value="ADD SHARE CLASS TO THIS CURRENCY"/></p>																		
<p><input type="button" value="ADD NEW CURRENCY AND SHARECLASS"/></p>																		
<p><input type="button" value="CANCEL"/></p>																		
<p>Note 1: Information that must be provided to submit this form Absent capital information. At least one allotment must be added to submit this form. Allotment dates: if all shares were allotted on the same day enter that date in the 'from' field; if allotted over a period of time complete both 'from' and 'to' dates. You should update your statement(s) of capital to reflect new allotment details.</p> <p>Note 2: Options available Update/amend capital: to update or amend statement of capital; update capital to reflect new allotment added; provide absent information; correct discrepancies. Add allotment: to provide details of a new allotment, including the allotment dates*. All allotments provided on this form should relate to the same date(s). Add share class to this currency: to add a new share class to a currency. Add new currency and class: to add a new statement of capital. Remove capital: to remove selected statement of capital and associated allotment. Remove allotment: will remove new allotment details. Undo last change: to undo the last change made within a section.</p> <p>Note 3: Totals</p>																		

Add share class to this currency

OPEN HELP TEXT IN A NEW WINDOW.

Company Number	██████████
Company Name	██████████

All fields must be completed

Currency	GBP - Pound Sterling
Class of share	<input type="text"/> Select
Number of shares	<input type="text"/>
Amount paid up on each share	<input type="text"/>
Amount unpaid on each share	<input type="text"/>
Aggregate nominal value	<input type="text"/>
Prescribed particulars of rights attached to shares <input type="text"/>	
<small>CANCEL</small> <small>SUBMIT</small>	

Note 1: Class of share

The class can be selected from the list available or entered manually. A class of share can only be selected once within each currency type; up to 6 different classes of share can be provided for each currency.

Note 2: Number of shares

This is the total number of issued shares in this class. Only whole numbers can be provided.

Note 3: Amount paid up on each share

The amount should include the share premium. If no amount has been paid '0' should be entered. A value up to 8 decimal places can be given.

Note 4: Amount unpaid on each share

The amount should include the share premium. If no amount has been paid '0' should be entered. A value up to 8 decimal places can be given.

Note 5: Aggregate nominal value

This should be the number of shares multiplied by the nominal value of each share. A value up to 6 decimal places can be given.

Note 6: Prescribed particulars (of rights attached to shares)

(a) particulars of any voting rights, including rights that arise only in certain circumstances;
 (b) particulars of any rights, as respects dividends, to participate in a distribution;
 (c) particulars of any rights, as respects capital, to participate in a distribution, allocation or diversion.

Add new currency and class

OPEN HELP TEXT IN A NEW WINDOW.

Company Number	██████████
Company Name	██████████

All fields must be completed

Currency	GBP - Pound Sterling
Class of share	<input type="text"/> Select
Number of shares	<input type="text"/>
Amount paid up on each share	<input type="text"/>
Amount unpaid on each share	<input type="text"/>
Aggregate nominal value	<input type="text"/>
Prescribed particulars of rights attached to shares <input type="text"/>	
<small>CANCEL</small> <small>SUBMIT</small>	

Note 1: Currency

The currency type can only be selected from the drop down list provided.

Note 2: Class of share

The class can be selected from the list available or entered manually. A class of share can only be selected once within each currency type; up to 6 different classes of share can be provided for each currency.

Note 3: Number of shares

This is the total number of issued shares in this class. Only whole numbers can be provided.

Note 4: Amount paid up on each share

The amount should include the share premium. If no amount has been paid '0' should be entered. A value up to 8 decimal places can be given.

Note 5: Amount unpaid on each share

The amount should include the share premium. If no amount has been paid '0' should be entered. A value up to 8 decimal places can be given.

Note 6: Aggregate nominal value

This should be the number of shares multiplied by the nominal value of each share. A value up to 6 decimal places can be given.

Note 7: Prescribed particulars (of rights attached to shares)

Amended allotment

(SH01) Return of allotment of shares

Company Number: Company Name:

This is the latest statement of capital held by Companies House for your company.
The submitted form should reflect the company's statement of capital at the date of this return.
All electronically filed capital information that is accepted will be placed on our records and updated within the WebFiling Annual Return.
Please provide absent information by selecting 'UPDATE / AMEND CAPITAL'.

Allotment dates: From: 07/09/2009 To: 07/09/2009

Changes Made

Currency:	GBP - Pound Sterling
Class of share:	Ordinary
Amount paid up on each share:	0.000000
Amount unpaid on each share:	0.000000
Number of shares:	100
Aggregate nominal value:	100.000000
Prescribed particulars (of rights attached to shares)	FJH
(To view full description select 'Amend / update capital')	

Buttons: UPDATE / AMEND CAPITAL | REMOVE CAPITAL | UNDO LAST CHANGE

Shares allotted (to this currency and class of share)

Number of shares allotted	50
Nominal value of each share	1.00
Amount paid (including share premium)	0.10
Amount unpaid (including share premium)	0.10
Details of non-cash consideration	
Date allotted from	07/09/2009
Date allotted to	07/09/2009

Buttons: AMEND ALLOTMENT | REMOVE ALLOTMENT

Note 1: Information that must be provided to submit this form

At least one allotment must be added to submit this form.
Allotment dates: if all shares were allotted on the same day enter that date in the 'from' field; if allotted over a period of time complete both 'from' and 'to' dates.
You should update your statement(s) of capital to reflect new allotment details.

Note 2: Options available

Update/amend capital : to update or amend statement of capital; update capital to reflect new allotment details; provide absent information; correct discrepancies.
Add allotment: to provide details of a new allotment, including the allotment date(s). All allotments provided on this form should relate to the same date(s).
Add share class to this currency: to add a new share class to a currency.
Add new currency and class: to add a new statement of capital.
Remove capital: to remove selected statement of capital and associated allotment.
Remove allotment: will remove new allotment details.
Undo last change: to undo the last change made within a section.

Note 3: Totals

Totals will be displayed for each currency; they will be automatically updated to reflect any changes made to a statement of capital.

Buttons: ADD SHARE CLASS TO THIS CURRENCY | ADD NEW CURRENCY AND SHARE CLASS | CANCEL | SUBMIT

Amend allotment

Company Number: Company Name:

All fields must be completed unless otherwise specified

Class of share	Ordinary
Number of shares allotted	50
Nominal value of each share	1
Amount paid (including share premium)	.1
Amount unpaid (including share premium)	.1
Details of non-cash consideration (optional)	<input type="text"/>
(A maximum of 2,000 characters can be entered)	
Dates allotted	
Allotment period from	07/09/2009
Allotment period to (optional)	07/09/2009

Buttons: CANCEL | SUBMIT

Note 1: Number of shares allotted

The number of shares being allotted for this class and currency, only whole numbers can be provided.

Note 2: Nominal value of each share

The nominal value of each share, this can be up to 6 decimal places.

Note 3: Amount paid

The amount should include the share premium. If no amount has been paid '0' should be entered. A value up to 6 decimal places can be given.

Note 4: Amount unpaid

If there is no unpaid amount '0' should be entered; a value up to 6 decimal places can be entered.

Note 5: Details of non-cash consideration

If the allotted shares are fully or partially paid up other than in cash, you should state the consideration for which the share were allotted.

Note 6: Dates allotted

All allotments provided on this form should relate to the same date(s) (dd/mm/yyyy).

If all shares provided were allotted on the same date enter that date in the 'from' field.
If allotted over a period of time, complete both 'from' and 'to' dates; 'from' date must be provided.

LL AR01 access screen (MUD entry)

Note: reference to company also includes Limited Liability Partnership(s) (LLP)

Annual Return

Company Number
Company Name

Previous Annual Returns were filed for this LLP up to the following dates:
▪
▪
▪

The Annual Return allows you to submit a snapshot of your LLP data, plus associated documents, which will update your LLP information.

Click on the 'confirm' button to continue

The expected date of your next Annual Return is
You can not submit it before this date unless you are changing the Return date.

If you wish to alter this date to one earlier, please enter (dd/mm/yyyy)

IMPORTANT

If you choose to make your return to an earlier date please ensure that the document is received within 28 days of this date otherwise a further return will be required to be filed made up to the original date.

GO BACK **CONFIRM**

IMPORTANT NOTICE if you intend to file LLP forms dated before 01/10/2009

If your Annual Return or accompanying forms are dated before 01/10/2009, you will not be able to file them via the WebFiling service.

If you wish to include changes that have an event date (e.g. appointment date) before 01/10/2009 within your Annual Return, you will need to file these on paper versions of Companies Act 1985 forms (e.g. LLP288C) or Northern Ireland equivalent, before starting this Annual Return.

Once the paper documents have been accepted, the changes will then be reflected within your Annual Return.

Service Desk: +44 (0)303 1234 500 available 08:30 to 18:00 (UK time) *Mon-Fri Email: enquiries@companieshouse.gov.uk

If a pre-CAP MUD (prior to 01/10/2009) is confirmed or entered an error message will be displayed

If your Annual Return is dated before 01/10/2009 it cannot be filed via the WebFiling service. It must be filed on a paper version of Companies Act 1985 Annual Return LLP363a (or Northern Ireland equivalent).

The Annual Return allows you to submit a snapshot of your LLP data, plus associated documents, which will update your LLP information.

Click on the 'confirm' button to continue

The expected date of your next Annual Return is
You can not submit it before this date unless you are changing the Return date.

If you wish to alter this date to one earlier, please enter (dd/mm/yyyy)

LL AR01 ROA tab

Note: reference to company also includes Limited Liability Partnership(s) (LLP)

Address Details

[LOG OUT AND FINISH LATER](#) [PRINT](#) [HELP](#)

[Registered Address Details](#) [Location of Registers](#) [LLP Members](#) [Submit](#)

Company Number Company Name Data for Annual Return made up to	UPDATE
The address details are correct CONFIRM	

Registered Office Address

This address must be a physical location for the delivery or inspection of documents. It cannot be a PO Box number (unless contained within a full address), a DX or LP number.

England/Wales LLP - the address must be in England or Wales
Welsh LLP - the address must be in Wales
LLP registered in Scotland - the address must be in Scotland
LLP registered in Northern Ireland - the address must be in Northern Ireland

LL AR01 SAIL tab

Note: reference to company also includes Limited Liability Partnership(s) (LLP)

Single alternative inspection location (SAIL) address and location of register(s)

[LOG OUT AND FINISH LATER](#) [PRINT](#) [HELP](#)

[Registered Address Details](#) [Location of Registers](#) [LLP Members](#) [Submit](#)

Company Number Company Name Data for Annual Return made up to	UPDATE UNDO LAST CHANGE
Records held at the single alternative inspection location (SAIL): <ul style="list-style-type: none"> ■ Register of LLP members ■ Register of debenture holders If records are moved to the SAIL address a form LLAD03 will be generated upon submission If records are moved from the SAIL address a form LLAD04 will be generated upon submission Details are correct CONFIRM	
Other Tasks <ul style="list-style-type: none"> ■ View registered office address 	
SAIL Address	
The SAIL address is an alternative location to the registered office, where records can be kept for inspection. This address must be a physical location for the inspection of documents. It cannot be a PO Box number (unless contained within a full address), a DX or LP number. SAIL address details are only required if records are currently kept at the SAIL address. If you wish to update the SAIL address or the records held at SAIL, select the UPDATE button.	

LL AR01 Members tab – new CA06 info required

Note: reference to company also includes Limited Liability Partnership(s) (LLP)

LLP Members

Registered Address Details **Location of Registers** **LLP Members** **Submit**

Company Number
Company Name
Data for Annual Return made up to

At least two designated members should be appointed to this LLP.
The address details displayed are service addresses or registered (or principal) office addresses in the case of corporate bodies.

Please select an appointment

CONFIRM button will only be available for selection when all new information has been provided.

MEMBER
Appointed Designated Member
New Country / State of residence or EEA / non-EEA details required - select CHANGE DETAILS to provide
<input type="button" value="CHANGE DETAILS"/> <input type="button" value="TERMINATE APPOINTMENT"/>
MEMBER
Appointed Designated Member
New Country / State of residence or EEA / non-EEA details required - select CHANGE DETAILS to provide
<input type="button" value="CHANGE DETAILS"/> <input type="button" value="TERMINATE APPOINTMENT"/>
MEMBER
Appointed Designated Member
New Country / State of residence or EEA / non-EEA details required - select CHANGE DETAILS to provide
<input type="button" value="CHANGE DETAILS"/> <input type="button" value="TERMINATE APPOINTMENT"/>
MEMBER
Appointed Designated Member
New Country / State of residence or EEA / non-EEA details required - select CHANGE DETAILS to provide
<input type="button" value="CHANGE DETAILS"/> <input type="button" value="TERMINATE APPOINTMENT"/>

To appoint a new member, select the appointment type:

If you have previously appointed a member to this LLP (electronically or on paper) that is not yet reflected in this Annual Return - DO NOT re-appoint.

The new information requirements for members are:
- person appointments must provide details of 'Country/State of residence'
- corporate appointments must provide either EEA or non-EEA details

If new information is required, it will be displayed beneath the members details.

The new information must be filed for each member individually, using change form(s) accessed by selecting the 'CHANGE DETAILS' button.

New information required must be provided to proceed to the next section of the Annual Return.

Note 1: New information requirements for members

The new information requirements for members are:
- person appointments must provide details of 'Country/State of residence'
- corporate appointments must provide either EEA or non-EEA details

If new information is required, it will be displayed beneath the members details.

The new information must be filed for each member individually, using change form(s) accessed by selecting the 'CHANGE DETAILS' button.

New information required must be provided to proceed to the next section of the Annual Return.

Note 2: EEA companies (European Economic Area)

The criteria for being an EEA company is not based on geographical location alone. The fact that a corporate body is registered (or based) within an EEA country does not necessarily make it an EEA company.

An EEA company is one to which the First Company Law Directive (68/151/EEC) applies. You are required to give details of the register where the relevant file is held, including the relevant state. The register (central register, commercial register, company register) is the one mentioned in Article 3 of the Directive.

Note 3: non-EEA companies (European Economic Area)

A non-EEA company is one to which the First Company Law Directive (68/151/EEC) does NOT apply.

A non-EEA company is either a corporate body or firm that is a legal person under its governing law. For example, a UK limited liability partnership, Scottish limited partnership, United States LLC etc.

Note 4: Updating member information within your Annual Return

New member information provided as part of your Annual Return will automatically create additional form types upon submission of the Annual Return, (e.g. LLAP01,LLCH02 etc.).

This new information will ONLY be included within the Annual Return form itself if the new information provided occurs on or before the date of the Annual Return, if dated after, a change form must be submitted separately outside of this Annual Return.

If your member changes have an event date (e.g. appointment date) before 01/10/2009, you will not be able to file them via the WebFiling service.

If you wish to include changes that have an event date before 01/10/2009 within your Annual Return, you will need to file these on paper versions of Companies Act 1985 forms (e.g. LLP280c).

Once the paper documents have been accepted, the changes will then be reflected within your Annual Return.

Service Desk: +44 (0)303 1234 500 available 08:30 to 18:00 (UK time) *Mon-Fri Email: enquiries@companieshouse.gov.uk

LL AR01 Members tab – new CA06 info present

Note: reference to company also includes Limited Liability Partnership(s) (LLP)

LLP Members

Registered Address Details **Location of Registers** **LLP Members** **Submit**

Company Number
Company Name
Data for Annual Return made up to 06/06/2010

Only designated members should be appointed to this LLP (a minimum of two members required).
The address details displayed are service addresses or registered (or principal) office addresses in the case of corporate bodies.

Please select an appointment

MEMBER	
Appointed	
Designated Member Country/State of residence	
<input type="button" value="CHANGE DETAILS"/> <input type="button" value="TERMINATE APPOINTMENT"/>	
MEMBER	
Appointed	
Designated Member	
<input type="button" value="CHANGE DETAILS"/> <input type="button" value="TERMINATE APPOINTMENT"/>	

To appoint a new member, select the appointment type:

If you have previously appointed a member to this LLP (electronically or on paper) that is not yet reflected in this Annual Return - DO NOT re-appoint.

Details are correct

Note 1: New information requirements for members

The new information requirements for members are:
- person appointments must provide details of 'Country/State of residence'
- corporate appointments must provide either EEA or non-EEA details

If new information is required, it will be displayed beneath the members details.

The new information must be filed for each member individually, using change form(s) accessed by selecting the 'CHANGE DETAILS' button.

New information required must be provided to proceed to the next section of the Annual Return.

Note 2: EEA companies (European Economic Area)

The criteria for being an EEA company is not based on geographical location alone. The fact that a corporate body is registered (or based) within an EEA country does not necessarily make it an EEA company.

An EEA company is one to which the First Company Law Directive (68/151/EEC) applies. You are required to give details of the register where the company file is kept (including the relevant state). The register (central register, commercial register, company register) is the one mentioned in Article 3 of the Directive.

Note 3: non-EEA companies (European Economic Area)

A non-EEA company is one to which the First Company Law Directive (68/151/EEC) does NOT apply.

A non-EEA company is either a corporate body or firm that is a local

LL AR01 – Members tab – advising text at top of appointments

If LLP status allows appointment of designated or non-designated members

At least two designated members should be appointed to this LLP.

The address details displayed are service addresses or registered (or principal) office addresses in the case of corporate bodies.

Please select an appointment

If LLP status only allows appointment of designated members

Only designated members should be appointed to this LLP (a minimum of two members required).

The address details displayed are service addresses or registered (or principal) office addresses in the case of corporate bodies.

Please select an appointment

LL AR01 - Submit tab

Note: reference to company also includes Limited Liability Partnership(s) (LLP)

[LOG OUT AND FINISH LATER](#) [PRINT](#)

[Registered Address Details](#) [Location of Registers](#) [LLP Members](#) [Submit](#)

Company Number
Company Name
Data for Annual Return made up to

You have made the changes listed below to your LLP Information.
Where applicable these changes will be displayed as individual form types.

When submitted these changes will be processed within 2 working days and they will only be shown online once they have been accepted at Companies House.

When submitted, copies of your WebFiled data can be accessed from the Menu screen via the 'View Data Submitted' option.

Note: Copies are only available for 10 days after the original submission.

Changed Annual Return Date
Changed Registered Office Address (LLAD01)
Single Alternative Inspection Location (SAIL) - (LLAD02)
Registers held at Single Alternative Inspection Location (SAIL) - (LLAD03)
Changed Appointment (LLCH01)

Details are correct

Service Desk: +44 (0)303 1234 500 available 08:30 to 18:00 (UK time) *Mon-Fri Email: enquiries@companieshouse.gov.uk

Contact details and authorisation screen is generic to all LLP submissions

Note: reference to company also includes Limited Liability Partnership(s) (LLP)

Contact details and authorisation

If there is a query on your filed information, we will contact you by email at the following address (See note 1)

Please ensure this email address is correct

If required, an alternative email address and/or contact details can be provided – any changes made will relate to this submission only

Forename:
Surname:
Telephone Number:

The position of the person authorising the submission of the information within this form must be one of the following: (See note 2)

Designated Member, Member, Administrator, Administrative receiver, Receiver, Receiver manager or **Judicial Factor**

Note 1: Contact details

Changes to the email address will only relate to this submission. You can change the email address permanently via 'My Account Details' (available from a link above the Main Menu).

When providing additional contact details a forename, surname and telephone number must be given.

Note 2: Person authorising

Most form types can only be authorised by a Designated Member or a Judicial Factor, while others can be authorised by all the positions listed.

Please see help for a comprehensive list of which positions can authorise which forms.

Service Desk: +44 (0)303 1234 500 available 08:30 to 18:00 (UK time) *Mon-Fri Email: enquiries@companieshouse.gov.uk

Appointment of LLP member (LL AP01)

Note: reference to company also includes Limited Liability Partnership(s) (LLP)

(LLAP01) Appointment of member of an LLP

[HELP](#)

<p>Company Number <input type="text"/></p> <p>Company Name <input type="text"/></p> <p>Details of new member</p> <p>Date of appointment (dd/mm/yyyy) <input type="text"/></p> <p>Date of Birth (dd/mm/yyyy) <input type="text"/></p> <p>Title <input type="text"/></p> <p>Forename <input type="text"/></p> <p>Other Forename(s) <input type="text"/></p> <p>Surname <input type="text"/></p> <p>Country/State of residence [Please select] <input type="button" value="See note 1."/> (details of 'Country/State of residence' must correspond with the residential address)</p> <p>Former names (See note 2).</p> <p>Former forename <input type="text"/></p> <p>Other former forename(s) <input type="text"/></p> <p>Former surname <input type="text"/></p> <p>Member's designation (See note 3).</p> <p>Are you being appointed as a designated member? (please select): <input type="radio"/> Yes (appointing as a designated member) <input type="radio"/> No (appointing as a non-designated member) </p> <p>Member's service address (See note 4).</p> <p>The service address does not have to be a residential address. Service address details will appear on the public record.</p> <p>Where is the service address situated? (please select): <input type="radio"/> The service address is 'same as' the LLP's registered office <input checked="" type="radio"/> The service address is at the address supplied (select to display address fields) </p> <p>Details entered below will only be submitted if the option 'display address fields' is selected above.</p> <p>Country [Please select] <input type="button" value="See note 1."/> Other Country <input type="text"/> Postcode <input type="text"/> <input type="button" value="LOOKUP"/> Care of details (only if applicable) <input type="text"/> PO Box No <input type="text"/> Building Name/No <input type="text"/> Address <input type="text"/> Post Town <input type="text"/> Country/Region <input type="text"/></p> <p>Member's residential address (See note 5).</p> <p>Details provided will NOT appear on the public record.</p> <p>Where is the residential address situated? (please select): <input type="radio"/> The residential address is 'same as' the service address <input checked="" type="radio"/> The residential address is at the address supplied (select to display address fields) </p> <p>Details entered below will only be submitted if the option 'display address fields' is selected above.</p> <p>Country [Please select] <input type="button" value="See note 1."/> Other Country <input type="text"/> Postcode <input type="text"/> <input type="button" value="LOOKUP"/> Building Name/No <input type="text"/> Address <input type="text"/> Post Town <input type="text"/> Country/Region <input type="text"/></p> <p>Section 243 disclosure exemption: (See note 6)</p> <p><input type="checkbox"/> Only tick this box if you are in the process of applying for, or have been granted exemption from disclosing your residential address to credit reference agencies under section 243 of the Companies Act 2006.</p>	<p>Other Tasks</p> <ul style="list-style-type: none"> <input type="checkbox"/> View current Appointments <input type="checkbox"/> View registered office address <p>Note 1: Country / State of residence</p> <p>The details entered for 'Country / State of residence' must correspond with the residential address.</p> <p>You can select a country from those provided, or if it is not listed, select the 'Other' option and enter details in the 'Other' field.</p> <p>Note 2: Former names</p> <p>You need only provide former names which have been used in the course of business.</p> <p>Note 3: Member's designation</p> <p>Select to indicate if the officer is being appointed as a designated member.</p> <p>You cannot appoint a non-designated member to an LLP whose status is 'all members are designated'.</p> <p>To change the status of an LLP, a separate form must be filled - see Help for more information on this.</p> <p>Note 4: Member's service address</p> <p>To supply the service address, select a button provided.</p> <p>A button is provided to indicate the service address is the 'same as' the LLP's registered office address. By selecting this option the service address will be affected by changes made to the registered office address. See Help for more information on the 'same as' option.</p> <p>To supply the service address as a full address, select the option to display address fields and enter details in the fields provided.</p> <p>Note 5: Member's residential address</p> <p>To supply the residential address, select a button provided.</p> <p>A button is provided to indicate the residential address is the 'same as' the service address. By selecting this option the residential address may be affected by changes made to the service address. See Help for more information on the 'same as' option.</p> <p>You cannot select the 'same as' option if: <ul style="list-style-type: none"> - the service address is the 'same as' the LLP's registered office address - the service address contains a 'care of' (co) or PO Box component - the individual is subject to (or applying for) a disclosure exemption </p> <p>To supply the residential address as a full address, select the option to display address fields and enter details in the fields provided.</p> <p>Note 6: Disclosure exemption</p> <p>Individuals who are currently subject to (or in the process of applying for) a disclosure exemption should indicate this by ticking the box accordingly. If this is not indicated where an exemption is in place, it may result in the submission being rejected.</p> <p>For an individual to be granted a disclosure exemption, a separate application must be made under Section 243 of the Companies Act 2006.</p>
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[CANCEL](#) [SUBMIT](#)

Appointment of corporate LLP member (LL AP02)

Note: reference to company also includes Limited Liability Partnership(s) (LLP)

(LLAP02) Appointment of corporate member of an LLP

[HELP](#)

<p>Company Number Company Name</p> <p>Details of new corporate member</p> <p>Date of appointment (dd/mm/yyyy) Name of corporate body or firm</p> <p>Please provide details of the registered or principal office address of the corporate appointment. See note 1.</p> <p>Country: Please select Other Country Postcode: LOOKUP Care of details (only if applicable) PO Box No. Building Name/No. Address Post Town County/Region</p> <p>Please provide the full name of the person authorising the appointment of the corporate body or firm. See note 2.</p> <p>Forename Surname</p> <p>Member's designation (See note 3).</p> <p>This LLP has opted for "all members are designated" so you cannot appoint a non-designated member - see notes</p> <p>Are you being appointed as a designated member? (please select) <input type="radio"/> Yes (appointing as a designated member)</p> <p>Select the company type you are providing details for: (See note 4.) <input type="radio"/> EEA company (provide details in section 1 below) <input type="radio"/> non-EEA company (provide details in section 2 below)</p> <p>Section 1 - For EEA companies only (See note 5).</p> <p>Details entered below will only be submitted if 'EEA company' is selected above.</p> <p>Where the company / firm is registered Registration Number</p> <p>Section 2 - For non-EEA companies only (See note 6).</p> <p>Details entered below will only be submitted if 'non-EEA company' is selected above.</p> <p>Legal form of the corporate body or firm Governing law If applicable, where the company / firm is registered Registration number (if applicable)</p>	<p>Other Tasks</p> <ul style="list-style-type: none"> View current Appointments View registered office address <p>Note 1: Registered or principal address</p> <p>This address must be a physical location for the delivery or inspection of documents. It cannot be a PO Box number (unless contained within a full address), a DX or LP number.</p> <p>This address will appear on the public record.</p> <p>Note 2: Person authorising</p> <p>The name provided should be that of an authorised signatory of the corporate body being appointed (e.g. director). The individual named is consenting to the appointment on behalf of the corporate body.</p> <p>Note 3: Member's designation</p> <p>Select to indicate if the officer is being appointed as a designated member.</p> <p>You cannot appoint a non-designated member to an LLP whose status is 'all members are designated'.</p> <p>To change the status of an LLP, a separate form must be filed - see Help for more information on this.</p> <p>Note 4: Updating EEA / non-EEA details</p> <p>See HELP for a list of countries currently comprising the European Economic Area (EEA).</p> <p>Details should only be completed for one company type (EEA or non-EEA) not both.</p> <p>To update EEA or non-EEA details, first select the button for the company type – see notes for definitions of each company type.</p> <p>Note 5: EEA companies (European Economic Area)</p> <p>The criteria for being an EEA company is not based on geographical location alone. The fact that a corporate body is registered (or based) within an EEA country does not necessarily make it an EEA company.</p> <p>An EEA company is one to which the First Company Law Directive (60/151/EEC) applies. You are required to give details of the register where the company file is kept (including the relevant state). The register (central register, commercial register, company register) is the one mentioned in Article 3 of the Directive.</p> <p>The place 'Where the company / firm is registered' and 'Registration Number' must be provided.</p> <p>Note 6: non-EEA companies (European Economic Area)</p> <p>A non-EEA company is one to which the First Company Law Directive (60/151/EEC) does NOT apply.</p> <p>A non-EEA company is either a body corporate or firm that is a legal person under its governing law. For example, a UK limited liability partnership, Scottish limited partnership, United States LLC etc.</p> <p>Information on the legal form and governing law must be provided.</p> <p>If details are provided of where the company / firm is registered, the registration number should also be provided.</p>
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The following applies to the Members designated section of both LL AP01 & LL AP02

Both options available if LLP status allows appointment of designated or non-designated members

Member's designation (See note 3).

Are you being appointed as a designated member? (please select):

- Yes (appointing as a designated member)
 - No (appointing as a non-designated member)
-

Single 'YES' option available if LLP status only allows appointment of designated members

Member's designation (See note 3).

This LLP has opted for "all members are designated" so you cannot appoint a non-designated member - see notes

Are you being appointed as a designated member? (please select):

- Yes (appointing as a designated member)
-

The following screens apply to both LL AP01 & LL AP02

Consent to act information screen

Note: reference to company also includes Limited Liability Partnership(s) (LLP)

Important Notice

Please read before completing an appointment form.

Additional information required to submit an electronic appointment.

In addition to the new appointment details, three items of personal information (relating to the officer being appointed) are required to complete the submission of an electronic appointment.

If the appointment is a corporate body or firm, the information provided should relate to the 'person' authorising the appointment on behalf of the corporate body or firm.

Any three from the following seven options can be provided to authorise an appointment

- Town of birth
- Last 3 digits of Telephone Number
- Last 3 Characters of National Insurance Number
- Last 3 digits of Passport Number
- Mothers Maiden Name
- Eye Colour
- Fathers First Name

This information represents the consent to act as an officer and takes the place of the consent signature.

Service Desk: +44 (0)303 1234 500 available 08:30 to 18:00 (UK time) *Mon-Fri

Email: enquiries@companieshouse.gov.uk

Consent to act input screen

Note: reference to company also includes Limited Liability Partnership(s) (LLP)

Consent to Act

Company Number
Company Name

The information below represents the 'consent to act' as the newly appointed officer.

The personal details completed must relate to the individual being appointed, unless the new appointment is a corporate body or firm, in which case the personal details completed must relate to the individual authorising the appointment on behalf of the corporate body or firm – the person named on the main input screen.

To confirm the 'consent to act' as an officer, please enter details in 3 of the following categories of personal information (see note).

Town of birth	<input type="text"/>
Last 3 digits of Telephone Number	<input type="text"/>
Last 3 Characters of National Insurance Number	<input type="text"/>
Last 3 digits of Passport Number	<input type="text"/>
Mothers Maiden Name	<input type="text"/>
Eye Colour	<input type="text"/>
Fathers First Name	<input type="text"/>

Note 1: Personal Information

You only need to complete 3 of the 7 personal information categories provided. Only 3 characters are required within each of the categories. The information provided on this screen will not appear on the public record.

Service Desk: +44 (0)303 1234 500 available 08:30 to 18:00 (UK time) *Mon-Fri

Email: enquiries@companieshouse.gov.uk

Change of details of LLP member (LL CH01)

(LLCH01) Change of details of a member of an LLP

HELP

Company Number Company Name													
Date of change <small>A date must be provided.</small> Date of Change (dd/mm/yyyy) <input type="text"/>													
Member's general details <small>The following details will appear on the public record.</small> <small>Please enter new details (or overtype if applicable)</small> <table border="1"> <tr> <td>Title</td> <td><input type="text"/></td> </tr> <tr> <td>First Forename</td> <td><input type="text"/></td> </tr> <tr> <td>Other Forename (s)</td> <td><input type="text"/></td> </tr> <tr> <td>Surname</td> <td><input type="text"/></td> </tr> <tr> <td>Country/State of residence</td> <td> <input type="button" value="Please select"/> See note 1. </td> </tr> <tr> <td>Other Country/State</td> <td><input type="text"/></td> </tr> </table> <small>(details of 'Country/State of residence' must correspond with the residential address)</small>		Title	<input type="text"/>	First Forename	<input type="text"/>	Other Forename (s)	<input type="text"/>	Surname	<input type="text"/>	Country/State of residence	<input type="button" value="Please select"/> See note 1.	Other Country/State	<input type="text"/>
Title	<input type="text"/>												
First Forename	<input type="text"/>												
Other Forename (s)	<input type="text"/>												
Surname	<input type="text"/>												
Country/State of residence	<input type="button" value="Please select"/> See note 1.												
Other Country/State	<input type="text"/>												
Section 243 disclosure exemption (See note 2). <input type="checkbox"/> Only tick this box if you are in the process of applying for, or have been granted exemption from disclosing your residential address to credit reference agencies under section 243 of the Companies Act 2006.													
Member's designation (See note 3). <small>Has the status of the member's designation changed? (please select):</small> <input type="radio"/> No change , the member remains a 'non-designated member' <input type="radio"/> Yes , change the member to a 'designated member'													
Member's service address (See note 4). <small>Only update this section if you wish to change the service address.</small> <small>The service address does not have to be a residential address. Service address details will appear on the public record.</small> <small>We currently have the service address as:</small> <table border="1"> <tr> <td>Have the service address details changed? (please select): (See note 4.)</td> </tr> <tr> <td> <input type="radio"/> No change to the service address <input type="radio"/> Yes, the service address is now 'same as the LLP's Registered Office' <input type="radio"/> Yes, new service address details need to be supplied (select to display address fields) </td> </tr> </table>		Have the service address details changed? (please select): (See note 4.)	<input type="radio"/> No change to the service address <input type="radio"/> Yes , the service address is now 'same as the LLP's Registered Office' <input type="radio"/> Yes , new service address details need to be supplied (select to display address fields)										
Have the service address details changed? (please select): (See note 4.)													
<input type="radio"/> No change to the service address <input type="radio"/> Yes , the service address is now 'same as the LLP's Registered Office' <input type="radio"/> Yes , new service address details need to be supplied (select to display address fields)													
Member's residential address (See note 5). <small>Only update this section if you wish to change the member's residential address.</small> <small>Details provided will NOT appear on the public record.</small> <table border="1"> <tr> <td>Have the member's residential address details changed? (please select): (See note 5.)</td> </tr> <tr> <td> <input type="radio"/> No change to the residential address <input type="radio"/> Yes, the residential address is now 'same as the service address' <input type="radio"/> Yes, new residential address details need to be supplied (select to display address fields) </td> </tr> </table>		Have the member's residential address details changed? (please select): (See note 5.)	<input type="radio"/> No change to the residential address <input type="radio"/> Yes , the residential address is now 'same as the service address' <input type="radio"/> Yes , new residential address details need to be supplied (select to display address fields)										
Have the member's residential address details changed? (please select): (See note 5.)													
<input type="radio"/> No change to the residential address <input type="radio"/> Yes , the residential address is now 'same as the service address' <input type="radio"/> Yes , new residential address details need to be supplied (select to display address fields)													
<input type="button" value="GO BACK"/>	<input type="button" value="SUBMIT"/>												
Other Tasks <ul style="list-style-type: none"> <input type="checkbox"/> View current Appointments <input type="checkbox"/> View registered office address 													
Note 1: Country / State of residence <small>Details of the officer's 'Country / State of residence' are required as part of an Annual Return submission. If these details are blank, you may wish to provide them.</small> <small>The details entered for 'Country / State of residence' must correspond with the officer's residential address.</small> <small>You can select a country from those provided, or if it is not listed, select the 'Other' option and enter details in the 'Other' field.</small>													
Note 2: Disclosure exemption <small>For an individual to be granted a disclosure exemption, a separate application must be made under Section 243 of the Companies Act 2006.</small> <small>Where an individual is subject to a disclosure exemption, a statement will be displayed.</small> <small>If an individual is not subject to a disclosure exemption, a checkbox is provided for those who are in the process of applying for one.</small>													
Note 3: Member's designation <small>To change the status of a member's designation, select an option provided.</small> <small>You cannot change a member's status to non-designated member, if the LLP's status is 'all members are designated'. In such cases, you will not be provided with options to change designation and a statement will be displayed in their place.</small> <small>If a member's designation is changed, you will be required to give consent for the change of member's status.</small> <small>Consent is satisfied by entering three items of personal information within a dedicated 'Consent' screen which follows the main input screen. Consent is only required if the designation is changed.</small> <small>To change the status of an LLP, a separate form must be filed - see Help for more information on this.</small>													
Note 4: Member's service address <small>To change the service address, select an option provided.</small> <small>An option is provided to indicate the service address is the 'same as' the LLP's registered office address. By selecting this option the service address may be affected by changes made to the registered office address. See Help for more information on the 'same as' option.</small> <small>To supply the service address as a full address, select the option to display address fields and enter details in the fields provided.</small>													
Note 5: Member's residential address <small>The member's residential address is not displayed for reasons of privacy.</small> <small>To change the residential address, select an option provided.</small> <small>An option is provided to indicate the residential address is the 'same as' the service address. By selecting this option the residential address may be affected by changes made to the service address. See Help for more information on the 'same as' option.</small> <small>You cannot select the 'same as' option if: <ul style="list-style-type: none"> - the service address is the 'same as' the LLP's registered office address - the service address contains a 'care of' (c/o) or PO Box component - the individual is subject to (or applying for) a disclosure exemption </small> <small>To supply the residential address as a full address, select the option to display address fields and enter details in the fields provided.</small>													

Change of details of LLP member (LL CH01) – Section 243 exemption granted

(LLCH01) Change of details of a member of an LLP

HELP

Company Number Company Name														
Date of change <small>A date must be provided.</small> Date of Change (dd/mm/yyyy) <input type="text"/>														
Member's general details <small>The following details will appear on the public record.</small> <small>Please enter new details (or overtype if applicable)</small> <table border="1" style="width: 100%;"> <tr> <td>Title</td> <td><input type="text"/></td> </tr> <tr> <td>First Forename</td> <td><input type="text"/></td> </tr> <tr> <td>Other Forename (s)</td> <td><input type="text"/></td> </tr> <tr> <td>Surname</td> <td><input type="text"/></td> </tr> <tr> <td>Country/State of residence</td> <td><input type="button" value="Please select"/> See note 1.</td> </tr> <tr> <td>Other Country/State</td> <td><input type="text"/></td> </tr> </table> <small>(details of 'Country/State of residence' must correspond with the residential address)</small>			Title	<input type="text"/>	First Forename	<input type="text"/>	Other Forename (s)	<input type="text"/>	Surname	<input type="text"/>	Country/State of residence	<input type="button" value="Please select"/> See note 1.	Other Country/State	<input type="text"/>
Title	<input type="text"/>													
First Forename	<input type="text"/>													
Other Forename (s)	<input type="text"/>													
Surname	<input type="text"/>													
Country/State of residence	<input type="button" value="Please select"/> See note 1.													
Other Country/State	<input type="text"/>													
Section 243 disclosure exemption (See note 2). <small>This person has been granted exemption from disclosing their usual residential address to credit reference agencies under section 243 of the Companies Act 2006</small>														
Member's designation (See note 3). <small>Has the status of the member's designation changed? (please select):</small> <input type="radio"/> No change , the member remains a 'non-designated member' <input type="radio"/> Yes , change the member to a 'designated member'														
Member's service address (See note 4). <small>Only update this section if you wish to change the service address.</small> <small>The service address does not have to be a residential address. Service address details will appear on the public record.</small> <small>We currently have the service address as:</small> <small>Have the service address details changed? (please select): (See note 4.)</small> <input type="radio"/> No change to the service address <input type="radio"/> Yes , the service address is now 'same as the LLP's Registered Office' <input type="radio"/> Yes , new service address details need to be supplied (select to display address fields)														
Member's residential address (See note 5). <small>Only update this section if you wish to change the member's residential address.</small> <small>Details provided will NOT appear on the public record.</small> <small>Have the member's residential address details changed? (please select): (See note 5.)</small> <input type="radio"/> No change to the residential address <input type="radio"/> Yes , the residential address is now 'same as the service address' <input type="radio"/> Yes , new residential address details need to be supplied (select to display address fields)														
<input type="button" value="GO BACK"/>	<input type="button" value="SUBMIT"/>													
Other Tasks <ul style="list-style-type: none"> ■ View current Appointments ■ View registered office address 														
Note 1: Country / State of residence <small>Details of the officer's 'Country / State of residence' are required as part of an Annual Return submission. If these details are blank, you may wish to provide them.</small> <small>The details entered for 'Country / State of residence' must correspond with the officer's residential address.</small> <small>You can select a country from those provided, or if it is not listed, select the 'Other' option and enter details in the 'Other' field.</small>														
Note 2: Disclosure exemption <small>For an individual to be granted a disclosure exemption, a separate application must be made under Section 243 of the Companies Act 2006.</small> <small>Where an individual is subject to a disclosure exemption, a statement will be displayed.</small> <small>If an individual is not subject to a disclosure exemption, a checkbox is provided for those who are in the process of applying for one.</small>														
Note 3: Member's designation <small>To change the status of a member's designation, select an option provided.</small> <small>You cannot change a member's status to non-designated member, if the LLP's status is 'all members are designated'. In such cases, you will not be provided with options to change designation and a statement will be displayed in their place.</small> <small>If a member's designation is changed, you will be required to give consent for the change of member's status. Consent is satisfied by entering three items of personal information within a dedicated Consent screen which follows the main input screen. Consent is only required if the designation is changed.</small> <small>To change the status of an LLP, a separate form must be filed - see Help for more information on this.</small>														
Note 4: Member's service address <small>To change the service address, select an option provided.</small> <small>An option is provided to indicate the service address is the same as the LLP's registered office address. By selecting this option the service address may be affected by changes made to the registered office address. See Help for more information on the 'same as' option.</small> <small>To supply the service address as a full address, select the option to display address fields and enter details in the fields provided.</small>														
Note 5: Member's residential address <small>The member's residential address is not displayed for reasons of privacy.</small> <small>To change the residential address, select an option provided.</small> <small>An option is provided to indicate the residential address is the same as the service address. By selecting this option the residential address may be affected by changes made to the service address. See Help for more information on the 'same as' option.</small> <small>You cannot select the 'same as' option if:</small> <ul style="list-style-type: none"> - the service address is the same as the LLP's registered office address - the service address contains a 'care of' (c/o) or PO Box component - the individual is subject to (or applying for) a disclosure exemption <small>To supply the residential address as a full address, select the option to display address fields and enter details in the fields provided.</small>														

Change of details of corporate LLP member (LL CH02)

Note: reference to company also includes Limited Liability Partnership(s) (LLP)

(LLCH02) Change of details of a corporate member of an LLP

[HELP](#)

<p>Company Number Company Name</p> <p>Please enter new details (or overtype if applicable)</p> <p>Date of Change (ddmmyy) <input type="text"/></p> <p>Name of corporate body or firm <input type="text"/></p> <p>Change details of the registered or principal office address of the corporate appointment. See note 1.</p> <p>Country <input type="text" value="Not specified"/> LOOKUP</p> <p>Other Country <input type="text"/></p> <p>Postcode <input type="text"/> LOOKUP</p> <p>Care of details (only if applicable) <input type="text"/></p> <p>PO Box No <input type="text"/></p> <p>Building Name/No. <input type="text"/></p> <p>Address <input type="text"/></p> <p>Post Town <input type="text"/></p> <p>County/Region <input type="text"/></p> <p>Member's designation (See note 2).</p> <p>Has the status of the member's designation changed? (please select):</p> <p><input checked="" type="radio"/> No change, the member remains a 'non-designated member'</p> <p><input type="radio"/> Yes, change the member to a 'designated member'</p> <p>Change EEA / non-EEA details (See note 3).</p> <p>Have the EEA or non-EEA details of the appointment changed? (please select):</p> <p><input checked="" type="radio"/> No change to EEA or non-EEA details</p> <p><input type="radio"/> Yes, change EEA company details (update section 1 below)</p> <p><input type="radio"/> Yes, change non EEA company details (update section 2 below)</p> <p>Section 1 - For EEA companies only (See note 4).</p> <p>Details entered below will only be submitted if 'EEA company' is selected above.</p> <p>Where the company / firm is registered <input type="text"/></p> <p>Registration Number <input type="text"/></p> <p>Section 2 - For non-EEA companies only (See note 5).</p> <p>Details entered below will only be submitted if 'non-EEA company' is selected above.</p> <p>Legal form of the corporate body or firm <input type="text"/></p> <p>Governing law <input type="text"/></p> <p>If applicable, where the company / firm is registered <input type="text"/></p> <p>Registration number (if applicable) <input type="text"/></p> <p>CANCEL SUBMIT</p>	<p>Other Tasks</p> <ul style="list-style-type: none"> View current Appointments View registered office address <p>Note 1: Registered or principal address</p> <p>This address must be a physical location for the conduct or inspection of business. It cannot be a PO Box number (unless contained within a full address), a DX or LP number.</p> <p>This address will appear on the public record.</p> <p>Note 2: Member's designation</p> <p>To change the status of a member's designation, select an option provided.</p> <p>You cannot change a member's status to non-designated member, if the LLP's articles of association do not permit it. In such cases, you will not be provided with options to change designation and a statement will be displayed in their place.</p> <p>If a member's designation is changed, you will be required to provide the name of the person authorising the change. The name provided should be that of the managing member (e.g. director) of the corporate member for whose designation status is being changed.</p> <p>If changing designation, additional consent will also be required and is satisfied by entering three items of personal information, relating to the person named, within a dedicated consent screen. This screen follows the main screen. Both the name of the person authorising and their consent are only required if the designation is changed.</p> <p>To change the status of an LLP, a separate form must be filed - see Help for more information on this</p> <p>Note 3: Updating EEA / non-EEA details</p> <p>See HELP for a list of countries currently comprising the European Economic Area (EEA).</p> <p>If EEA / non-EEA details have not been given previously, this information must be provided when completing your Annual Return (AR1).</p> <p>Details should only be completed for one company type (EEA or non-EEA) not both.</p> <p>To update EEA or non-EEA details, first select the button for the company type - see notes for definitions of each company type.</p> <p>Note 4: EEA companies (European Economic Area)</p> <p>The criteria for being an EEA company are not having its registered office alone. The fact that a corporate body is registered (or based) within an EEA country does not necessarily make it an EEA company.</p> <p>An EEA company is one to which the First Company Law Directive (60/151/EEC) applies. You are required to give details of the register where the company is registered in the relevant state. The register (central register, commercial register, company register) is the one mentioned in Article 3 of the Directive.</p> <p>The place 'Where the company / firm is registered' and 'Registration Number' must be provided.</p> <p>Note 5: non-EEA companies (European Economic Area)</p> <p>A non-EEA company is one to which the First Company Law Directive (60/151/EEC) does NOT apply.</p> <p>A non-EEA company is either a body corporate or firm that is a legal person under its governing law. For example, a UK limited liability partnership, Scottish limited partnership, United States LLC etc.</p> <p>Information on the legal form and governing law must be provided.</p> <p>If details are provided of where the company / firm is registered, the registration number should also be provided.</p>
--	---

The following applies to the Members designation section of both LL CH01 & LL CH02

Change option is available if LLP status allows designated or non-designated members.

Member designation type is indicated within the options – this changes depending on the members designation.

Member's designation (See note 2).

Has the status of the member's designation changed? (please select):

- No change**, the member remains a 'non-designated member'
- Yes**, change the member to a 'designated member'

Change option is not available if LLP status only allows designated members and the member in question is designated.

Member's designation (See note 3).

This member is a 'designated member' and this LLP has opted for 'all members are designated'. Therefore, no options are provided to change the member's status to 'non-designated member'- see notes

Change option is available and advising text displayed if LLP status only allows designated members and the member in question is non-designated

Member's designation (See note 3).

This LLP has opted for 'all members are designated' so you may wish to change the member's status

Has the member's designation changed? (please select):

- No change**, the member remains a 'non-designated member'
- Yes**, change the member to a 'designated member'

The following only applies to the Members designation section of LL CH02

If 'Yes' is selected Forename & Surname fields are displayed to allow provision of full name of person authorising

Member's designation (See note 2).

Has the status of the member's designation changed? (please select):

- No change**, the member remains a 'designated member'
- Yes**, change the member to a 'non-designated member'

As you are changing the member's designation status, please provide the full name of the person who is authorising the change on behalf of the corporate body or firm. See note 2.

Forename

Surname

Change READ (list of officers) – the following screen applies to both LL CH01 & LL CH02

Note: reference to company also includes Limited Liability Partnership(s) (LLP)

Change details of a member (forms LLCH01, LLCH02)

Company Number
Company Name

The address details displayed are service addresses or registered (or principal) office addresses in the case of corporate bodies.

Please select an appointment (See note 1)

Appointed

Designated Member
Country/State of residence

MEMBER

CHANGE DETAILS

Appointed

Designated Member

EEA Company
Register location
Register number

MEMBER

CHANGE DETAILS

CANCEL

Other Tasks

- View registered office address

Note 1: Change details

Select the appointment you wish to update and you will be directed to the appropriate form.

The list of current appointments may extend to additional pages.

Change forms should only be used to update details of existing appointments, they should NOT be used to appoint new officers.

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The following screens apply to both LL CH01 & LL CH02

Consent to act / to change designation information screen

Note: reference to company also includes Limited Liability Partnership(s) (LLP)

Important Notice

Please read if you intend to change the designation status of a member.

Additional information required when changing the designation status of a member.

When a change is made to the member's designation status, three items of personal information (relating to the member) are also required to complete the submission.

If the member is a corporate body or firm, the information provided should relate to the 'person' authorising the change of designation on behalf of the corporate body or firm.

Any three from the following seven options can be provided to authorise the change of designation

- Town of birth
- Last 3 digits of Telephone Number
- Last 3 Characters of National Insurance Number
- Last 3 digits of Passport Number
- Mothers Maiden Name
- Eye Colour
- Fathers First Name

This information represents the individual's consent to change the designation status and takes the place of the consent signature. This information is ONLY required when a change is made to the member's designation status.

GO BACK **CONTINUE**

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Consent to act / to change designation input screen

Note: reference to company also includes Limited Liability Partnership(s) (LLP)

Consent to change designation of a member

Company Number
Company Name

The information below represents the consent to change the designation status of a member.

The personal details completed must relate to the individual whose designation status is being changed. If the member is a corporate body or firm, the personal details completed must relate to the individual authorising the change of designation status on behalf of the corporate body or firm - the person named on the main input screen.

To confirm consent and authorisation to change designation of a member, please enter details in 3 of the following categories of personal information (see note).

Town of birth
Last 3 digits of Telephone Number
Last 3 Characters of National Insurance Number
Last 3 digits of Passport Number
Mothers Maiden Name
Eye Colour
Fathers First Name

Note 1: Personal information

You only need to complete 3 of the 7 personal information categories provided. Only 3 characters are required within each of the categories. The information provided on this screen will not appear on the public record.

CANCEL **SUBMIT**

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Terminate appointment of LLP member (LL TM01)

Note: reference to company also includes Limited Liability Partnership(s) (LLP)

(LLTM01) Termination of appointment of member of an LLP

Company Number
Company Name

MEMBER

Date of resignation (dd/mm/yyyy)

Note 1: Resignation date

The date of resignation must not be a future date or precede the date of incorporation.

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LL TM01 confirmation screen

Note: reference to company also includes Limited Liability Partnership(s) (LLP)

Termination of appointment of member of an LLP

Company Number
Company Name

Are you sure you want to terminate this appointment?

Service Desk: +44 (0)303 1234 500 available 08:30 to 18:00 (UK time) *Mon-Fri Email: enquiries@companieshouse.gov.uk

Termination READ (list of officers) – the following screen applies to LL TM01 only

Note: reference to company also includes Limited Liability Partnership(s) (LLP)

Termination of appointment of member of an LLP (form LLTM01)

Company Number
Company Name

The address details displayed are service addresses or registered (or principal) office addresses in the case of corporate bodies.

Please select an appointment (See note 1)

MEMBER

Appointed
Designated Member

TERMINATE APPOINTMENT

MEMBER

Appointed
Designated Member

TERMINATE APPOINTMENT

CANCEL

Other Tasks

■ View registered office address

Note 1: Terminate (Resign) Appointment

Select the member you wish to terminate (resign) the appointment of.

The list of current appointments may extend to additional pages.

Members will be displayed in alphabetical order.

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Change of accounting reference date (LLAA01)

(LLAA01) Change of accounting reference date of an LLP

Company Number
Company Name

This submission can be used to change the accounting reference date relating to either the **current** or **immediately previous** accounting period.

- You **may not** change a period for which the accounts are already overdue.
- You **may not** extend a period beyond 18 months unless the LLP is in administration.
- You **may not** extend any period more than once in five years (five accounting periods) unless you have provision to do so.

Please select which accounting reference date you want to change

current accounting period : 31/03/2011
 immediately previous accounting period : 31/03/2010

Please enter the date you want the accounting period to end (dd/mm/yyyy) (See note 1)

You may only extend a period more than once in five years if one of the following provisions (listed below) apply (See note 2)

1. the LLP is in administration, or
2. you have specific approval of the Secretary of State, or
3. you are extending the LLP's accounting reference period to align with that of a parent or subsidiary undertaking established in the European Economic Area (EEA)

If you are extending a period more than once in five years, please select the corresponding number of the provision (as listed above) on which you are relying

If you have indicated that you have approval by the Secretary of State (option 2) to extend the period more than once in five years, please enter the code provided on your Secretary of State authorisation letter (4 characters):

Note 1: Changes to the Accounting Reference Date

Once the accounting reference date is changed, subsequent accounting periods will end on the same day and month in future years.

Note 2: Extending the Accounting Reference Date

If you are extending the accounting reference date more than once over in 5 years, you must indicate which special provision you are relying on.

See HELP for a list of countries currently comprising the European Economic Area (EEA).

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LL AA01 confirmation screen

Confirm change of accounting reference date

Company Number
Company Name

The accounting reference period **31/03/2011** is shortened so as to end on **30/03/2011**

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Change of registered office address (LL AD01)

Note: reference to company also includes Limited Liability Partnership(s) (LLP)

(LLAD01) Change of Registered Office Address of an LLP

HELP

Company Number Company Name	Note 1: Registered Office Address This address must be a physical location for the delivery or inspection of documents. It cannot be a PO Box number (unless contained within a full address), a DX or LP number. This address must be located in the same country as which your company is registered: England/Wales companies - the address can be in England or Wales Welsh companies - the address must be in Wales Companies registered in Scotland - the address must be in Scotland Companies registered in Northern Ireland - the address must be in Northern Ireland
--------------------------------	--

Current Address:

Please enter the new details. See note 1.

Care of Name (if part of address)

PO Box No (if part of address)

Country

Postcode

Building Name/No.

Address Line 1

Address Line 2

Post Town

County/Region

Service Desk: +44 (0)303 1234 500 available 08:30 to 18:00 (UK time) *Mon-Fri Email: enquiries@companieshouse.gov.uk

LLP SAIL composite screen includes:

- Notification of single alternative inspection location (SAIL) (LL AD02)
- Change of location of records to the single alternative inspection location (SAIL) (LL AD03)
- Change of location of records to the registered office (SAIL)

LLP jurisdiction determines which ‘Instruments creating charges...’ is displayed – Scotland or England/Wales/Northern Ireland

Note: reference to company also includes Limited Liability Partnership(s) (LLP)

Notification of the single alternative inspection location (SAIL) of an LLP and of records moved to or from the SAIL address (forms LLAD02, LLAD03, LLAD04) [HELP](#)

Company Number																					
Company Name																					
<p>Current Address: No address registered</p> <p>Notification of single alternative inspection location (SAIL) for an LLP (LLAD02)</p> <p>Please enter new details (or overtape if applicable) See note 1.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Care of Name (if part of address)</td> <td style="width: 85%;"><input type="text"/></td> </tr> <tr> <td>PO Box No</td> <td><input type="text"/></td> </tr> <tr> <td>Country</td> <td style="border: 1px solid #ccc; padding: 2px;"><input type="text"/> Please select <input type="button" value="▼"/></td> </tr> <tr> <td>Postcode</td> <td><input type="text"/> <input type="button" value="LOOKUP"/></td> </tr> <tr> <td>Building Name/No.</td> <td><input type="text"/></td> </tr> <tr> <td>Address Line 1</td> <td><input type="text"/></td> </tr> <tr> <td>Address Line 2</td> <td><input type="text"/></td> </tr> <tr> <td>Post Town</td> <td><input type="text"/></td> </tr> <tr> <td>County/Region</td> <td><input type="text"/></td> </tr> </table> <p>If new details are entered for the SAIL address a form LLAD02 will be generated upon submission.</p> <p>Change of location of LLP records to the single alternative inspection location (SAIL) - (LLAD03)</p> <p>The following records are applicable to all LLP types, unless otherwise indicated. See note 2.</p> <p>Please confirm which of the following records are kept at the SAIL address</p> <p><input type="checkbox"/> Register of LLP members <input type="checkbox"/> Register of debenture holders <input type="checkbox"/> Instruments creating charges and register of charges (England and Wales or Northern Ireland)</p> <p>If records are moved to the SAIL address a form LLAD03 will be generated upon submission</p> <p>If records are moved from the SAIL address a form LLAD04 will be generated upon submission</p> <p><input type="button" value="CANCEL"/> <input type="button" value="SUBMIT"/></p>			Care of Name (if part of address)	<input type="text"/>	PO Box No	<input type="text"/>	Country	<input type="text"/> Please select <input type="button" value="▼"/>	Postcode	<input type="text"/> <input type="button" value="LOOKUP"/>	Building Name/No.	<input type="text"/>	Address Line 1	<input type="text"/>	Address Line 2	<input type="text"/>	Post Town	<input type="text"/>	County/Region	<input type="text"/>	<p>Other Tasks</p> <p><input type="checkbox"/> View registered office address</p> <p>Note 1: SAIL address</p> <p>The SAIL address is an alternative location to the registered office, where LLP records can be kept for inspection.</p> <p>This address must be a physical location for the inspection of documents. It cannot be a PO Box number (unless contained within a full address), a DX or LP number.</p> <p>This address must be located in the same area of the UK in which your LLP is registered. England/Wales LLP's - the address can be in England or Wales Welsh LLP's - the address must be in Wales LLP's registered in Scotland - the address must be in Scotland LLP's registered in Northern Ireland - the address must be in Northern Ireland</p> <p>A SAIL address must be registered before, or with a notification of LLP records that are kept at the SAIL address.</p> <p>Note 2: Location of LLP records</p> <p>Please select the corresponding checkbox to indicate which LLP records are kept at the SAIL address.</p> <p>If a checkbox is already selected, it indicates that notification of the LLP records being kept at the SAIL address have been provided previously.</p> <p>Only LLP records newly selected within this session will be included upon a submitted form LLAD03.</p> <p>If you wish to move the location of LLP records from the SAIL address, unselect the checkbox and a form LLAD04 will be submitted.</p>
Care of Name (if part of address)	<input type="text"/>																				
PO Box No	<input type="text"/>																				
Country	<input type="text"/> Please select <input type="button" value="▼"/>																				
Postcode	<input type="text"/> <input type="button" value="LOOKUP"/>																				
Building Name/No.	<input type="text"/>																				
Address Line 1	<input type="text"/>																				
Address Line 2	<input type="text"/>																				
Post Town	<input type="text"/>																				
County/Region	<input type="text"/>																				

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HMRC / Companies House Accounts Joint Filing Template

Contact Information | Help

Version 2.20

UTR: | Accounting Period: -

Menu

- Your details
- Type of company

② Accounts

Introduction

Welcome back to the HM Revenue & Customs (HMRC) service for the preparation and submission of Company Tax Returns.

Please note: In most cases you cannot amend a return more than twelve months after the statutory filing date. If HMRC correct an entry, you have three months from the date of correction to reject the HMRC amendment. If an enquiry or compliance check is carried out, the HMRC officer will explain any extended time limits for amendment.

An amended return that is intended to be the final return for the accounting period must not include estimated figures.

If the return has been rejected, please click the 'View errors' button.

Please see below the submissions you have made from this service.

Companies House submission history

Submission date	Description	Type	?	Status	Actions
	Statutory Accounts	Original		Successfully submitted	View and print

Please note: Now that you have filed accounts with Companies House using this service, you will need to file any amended accounts to Companies House on paper.

Have you remembered to save? Press 'Ctrl' + 'S' on your keyboard to save.

Next →

Menu

① Introduction

- Your details
- Type of company

② Accounts

|Your details

These are the details for your company held by HM Revenue & Customs (HMRC).

Company name:

Company Unique Taxpayers Reference (UTR):

Company Registration Number:

Address line 1:

Address line 2:

Address line 3:

Address line 4:

Postcode:

Accounting Period you have selected: -

If the company is registered at Companies House and you would like to change the address, please contact Companies House, who will then update HMRC automatically.

If you are not registered at Companies House, or need to change any other details, please follow the link below.

[Guidance about updating company details ►](#)

Have you remembered to save? Press 'Ctrl' + 'S' on your keyboard to save.

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- Type of company
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Type of company***Indicates required information**

Please select one of the descriptions below that applies to the company so that the appropriate sections of the CT600 can be provided.

Please note: Only companies selecting type 0 (zero), or 0 (CASC) below may send accounts to Companies House using this service. *

0 - UK trading or professional services company	<input type="radio"/>	
0 (CASC) - Community Amateur Sports Club registered as a UK limited company	<input type="radio"/>	
1 - Unit trust or Open-ended Investment Company	<input type="radio"/>	
2 - Close investment-holding company	<input type="radio"/>	
3 - Company in liquidation (second or subsequent year of liquidation)	<input type="radio"/>	
4 - Investment trust with housing investment profits	<input type="radio"/>	
5 - Insurance company	<input type="radio"/>	
6 - Members' club or voluntary association	<input type="radio"/>	
7 - Property Management company	<input type="radio"/>	
8 - Charity or owned by a charity	<input type="radio"/>	
9 - Real Estate Investment Trust C - residual company	<input type="radio"/>	
10 - Real Estate Investment Trust C - tax-exempt company	<input type="radio"/>	

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Accounts

*Indicates required information

This service allows you to submit either Statutory or Abbreviated Accounts to Companies House.

Accounts entered in this service must be presented in pounds sterling. The service allows you to complete the full Statutory Accounts first and then produce the Abbreviated Accounts from this data.

Please note: You will need to have your Companies House authentication code and Company Registration Number with you in order to file the accounts to Companies House using this template.

Please have your draft or approved accounts with you because you will need these to use the Accounts template in this service.

Please note: This accounts template has been prepared to apply rules relevant to accounting periods starting on or after 6 April 2008.

This service does not suit everyone. You will not be able to use this service:

- if the accounts were prepared under Companies Act 1985
- if the accounts require an audit

Or if you need to report:

- capital instruments
- cash flow statements
- contingent assets
- current asset investments
- defined benefit pension scheme
- exceptional items
- financial instruments
- fixed asset investments
- foreign income and currency transactions
- group accounts (whether you prepare group accounts or are a member of a group)
- other reserves
- prior year adjustments
- profit or loss on disposal of fixed assets of a material nature
- share based payments
- share premium
- turnover over £6.5 million

To see if the service is suitable to your circumstances, follow the link to access sample accounts. Please note: You will need to be connected to the internet.

[Access sample accounts ▶](#)

If this Accounts service is not suitable for you, or you do not wish to use it, you will be required to attach your accounts in Inline XBRL or PDF format to the Company Tax Return. You will need to then file your accounts to Companies House on paper or via another electronic means. You may wish to use commercial software to do this.

The first action you need to take with this form is to change the trust settings in order to provide the necessary security. You should do this now. Until the settings are changed you will not be able to view, print or submit the Company Tax Return. Changing these trust settings is limited to this document only and does not impact your other Adobe forms. For guidance on changing trust settings, please follow the link below.

It is recommended that you use the Adobe Reader File Save As function in the top right of your screen to save the template. If the template has been saved as Read Only perhaps because of settings in a folder or on your network, you can deal with this by using File Save As to save the file with a different name.

[Changing settings in Adobe Reader ▶](#)

Do you want to use the Accounts service?* Yes No [?](#)

Was the company trading in the period being reported?* Yes No [?](#)

Have you remembered to save? Press 'Ctrl' + 'S' on your keyboard to save.

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About the company

*Indicates required information

Companies House data

Please see below the details of your company held by Companies House.

Company name:	
Company Registration Number:	AC1
Registered Office address:	
City or Town:	
County:	
Postcode:	
Country:	

If this Registered Office address is not accurate, please follow the link below for advice.

[Changing your registered office ►](#)**Period of accounts dates for the period that is being reported**

Start date:*	AC3
End date:*	AC4
Revised end date of accounts: eg dd/mm/yyyy	AC4A

Period of accounts for the previous period

Start date	AC205
End date	AC206

The dates given are the oldest set of accounts that Companies House records indicate are due, under the Companies Act 2006. You will not be able to submit accounts to Companies House for any other dates using this template. You will have to submit earlier accounts to Companies House by other means. You may still use this service to create the Statutory Accounts as part of the Company Tax Return.

Do you want to proceed using the period of account, including any* amendment you may have made to the end date? Yes No

Have you remembered to save? Press 'Ctrl' + 'S' on your keyboard to save.

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	Have any directors served throughout the period?* <input type="radio"/> Yes <input type="radio"/> No ?		
	<p>You are required to confirm the names of the directors of the company.</p> <p>Please provide the names of the directors who served throughout the whole period.</p>		
	Director:*	AC6A	
	Add another director		
	Have any directors been appointed during the period?* <input type="radio"/> Yes <input type="radio"/> No ?		
	Have any directors resigned during the period?* <input type="radio"/> Yes <input type="radio"/> No ?		
	Company secretary:	AC11	
	Have you remembered to save? Press 'Ctrl' + 'S' on your keyboard to save.		
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Profit and Loss

Profit and Loss account for the year ended 30 Apr 2010



Please enter data that is relevant to the company circumstances.

Please note: You may enter figures as positive values, the formula in the calculated fields will complete the calculation for you. If Corporation Tax is a repayment, you should enter this figure as a negative value, by prefixing the number with a minus sign. Please enter data in whole pounds throughout this service.

	2010	2009
Turnover:	AC12 £	AC13 £
Cost of sales:	AC14 £	AC15 £
Gross profit or (loss):	AC16 £	AC17 £
Distribution costs:	AC18 £	AC19 £
Administrative expenses:	AC20 £	AC21 £
Other operating income:	AC22 £	AC23 £
Operating profit or (loss):	AC26 £	AC27 £
Interest receivable and similar income:	AC28 £	AC29 £
Interest payable and similar charges:	AC30 £	AC31 £
Profit or (loss) on ordinary activities before taxation:	AC32 £	AC33 £
Tax on profit or loss on ordinary activities:	AC34 £	AC35 £
Profit or (loss) for the financial year:	AC36 £	AC37 £

The items below do not appear on the face of the profit and loss account.

Dividends for the period:	AC38 £	AC39 £
Net balance for the financial period transferred to reserves:	AC40 £	AC41 £

Please note: It is your responsibility to ensure that all figures are correct. If you are in any doubt about how to complete any part of this Accounts service you are advised to contact an agent for assistance.

You may follow the link to access sample accounts. Please note you will need to be connected to the internet.

[Access sample accounts ▶](#)

Have you remembered to save? Press 'Ctrl' + 'S' on your keyboard to save.

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Gains and Losses***Indicates required information****Does the company need to report any gains and losses, other than * profit or loss for the year?** Yes No

You may follow the link to access sample accounts. Please note you will need to be connected to the internet.

[Access sample accounts](#)

The company does not have any gains and losses other than Profit and Loss for the period to report.

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Balance sheet**Balance sheet for the year ended 30 Apr 2010**

?

Please enter data that is relevant to the company circumstances.

Please note: You may enter figures as positive values, the formula in the calculated fields will complete the calculation for you. Please enter data in whole pounds.

Fixed assets	2010	2009
Intangible assets:	AC42 £	AC43 £
Tangible assets:	AC44 £	AC45 £
Total fixed assets:	AC48 £	AC49 £
Current assets	2010	2009
Stocks:	AC50 £	AC51 £
Debtors:	AC52 £	AC53 £
Cash at bank and in hand:	AC54 £	AC55 £
Total current assets:	AC56 £	AC57 £
Creditors: amounts falling due within one year	AC58 £	AC59 £
Net current assets (liabilities):	AC60 £	AC61 £
Total assets less current liabilities:	AC62 £	AC63 £
Creditors: amounts falling due after more than one year:	AC64 £	AC65 £
Provision for liabilities:	AC66 £	AC67 £
Total net assets (liabilities):	AC68 £	AC69 £

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Balance sheet continued

*Indicates required information

Balance sheet for the year ended 30 Apr 2010

Please note: You may enter most figures as positive values, the formula in the calculated fields will complete the calculation for you. Please enter a loss as a negative value by prefixing the number with a minus sign. Please enter data in whole pounds.

Capital and reserves	2010	2009	?
Called up share capital:	AC70 £	AC71 £	?
Revaluation reserve:	AC76 £	AC77 £	?
Profit and Loss account:	AC74 £	AC75 £	?
Total shareholders funds:	AC80 £	AC81 £	?

Please note: It is your responsibility to ensure that all figures are correct.

If you are in any doubt about how to complete any part of this Accounts service you are advised to contact an agent for assistance.

You may follow the link to access sample accounts. Please note you will need to be connected to the internet.

[Access sample accounts ►](#)**Please confirm the statements below.**

* For the year ending 30 Apr 2010 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

* The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

* The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

Please note: If you have adopted the Financial Reporting Standard for Small Entities (FRSSE), please select the checkbox below.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with the Financial Reporting Standard for Smaller Entities (effective 2008).

Please note: If you have not adopted the FRSSE, please select the checkbox below.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

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Statutory Accounts Notes



This section allows you to enter any notes that are necessary to explain the entries in the Statutory Accounts. Please select the appropriate checkboxes for the Statutory Accounts Notes that are relevant to the company's circumstances. If you want to change your selection, please de-select the checkbox for the note that you want to remove. You are required to provide notes on certain items, these are checked for you.

You may follow the link to access sample accounts. Please note you will need to be connected to the internet.

[Access sample accounts](#) ►

Notes section	Select section(s)
Accounting policies	<input type="checkbox"/>
Turnover	<input type="checkbox"/>
Operating profit or (loss)	<input type="checkbox"/>
Directors' remuneration	<input type="checkbox"/>
Employees	<input type="checkbox"/>
Taxation	<input type="checkbox"/>
Dividends	<input type="checkbox"/>
Intangible assets	<input type="checkbox"/>
Goodwill	<input type="checkbox"/>
Other	<input type="checkbox"/>
Tangible assets	<input type="checkbox"/>
Fixtures and fittings	<input type="checkbox"/>
Land and buildings	<input type="checkbox"/>
Motor vehicles	<input type="checkbox"/>
Office equipment (inc computer equipment)	<input type="checkbox"/>
Plant and machinery	<input type="checkbox"/>
Stocks	<input type="checkbox"/>
Debtors	<input type="checkbox"/>
Creditors: amounts falling due within one year	<input type="checkbox"/>
Creditors: amounts falling due after more than one year	<input type="checkbox"/>
Borrowings	<input type="checkbox"/>
Operating lease commitments	<input type="checkbox"/>
Provisions for liabilities	<input type="checkbox"/>
Called up share capital	<input type="checkbox"/>
Revaluation reserve	<input type="checkbox"/>
Profit and loss account	<input type="checkbox"/>
Related party disclosures	<input type="checkbox"/>
Transactions with directors	<input type="checkbox"/>
Capital commitments	<input type="checkbox"/>
Contingent liabilities	<input type="checkbox"/>
Post balance sheet events	<input type="checkbox"/>

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Statutory Accounts Notes

*Indicates required information

Accounting policies



Please enter the accounting policies that are relevant to these Statutory Accounts.

You may follow the link to access sample accounts. Please note you will need to be connected to the internet.

[Access sample accounts](#) ►

Basis of measurement and preparation of accounts

AC320

Turnover policy

AC321

Tangible fixed assets depreciation policy

AC322

Intangible fixed assets amortisation policy

AC323

Valuation information and policy

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Other accounting policies

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Statutory Accounts Notes

Intangible assets: Goodwill

Please enter the note on intangible assets, category Goodwill. If you do not have a note to make, please return to the Statutory Accounts Notes menu and de-select this section.

You may follow the link to access sample accounts. Please note you will need to be connected to the internet.

[Access sample accounts >](#)

Cost

At 01 May 2009:	AC114A £	?
Additions:	AC115A £	?
Disposals:	AC116A £	?
Revaluations:	AC209A £	?
Transfers:	AC210A £	?
At 30 Apr 2010:	AC117A £	?

Amortisation

At 01 May 2009:	AC118A £	?
Provided during the period:	AC119A £	?
On disposals:	AC120A £	?
Other adjustments:	AC211A £	?
At 30 Apr 2010:	AC121A £	?

Net book value

At 30 Apr 2010:	AC122A £	?
At 30 Apr 2009:	AC123A £	?

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Intangible assets: Other

Please enter the note on intangible assets, category Other. If you do not have a note to make, please return to the Statutory Accounts Notes menu and de-select this section.
You may follow the link to access sample accounts. Please note you will need to be connected to the internet.

[Access sample accounts ➤](#)

Cost

At 01 May 2009:	AC114B £	?
Additions:	AC115B £	?
Disposals:	AC116B £	?
Revaluations:	AC209B £	?
Transfers:	AC210B £	?
At 30 Apr 2010:	AC117B £	?

Amortisation

At 01 May 2009:	AC118B £	?
Provided during the period:	AC119B £	?
On disposals:	AC120B £	?
Other adjustments:	AC211B £	?
At 30 Apr 2010:	AC121B £	?

Net book value

At 30 Apr 2010:	AC122B £	?
At 30 Apr 2009:	AC123B £	?

Have you remembered to save? Press 'Ctrl' + 'S' on your keyboard to save.

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Statutory Accounts Notes**Intangible assets: Total**

Please review the totals for intangible assets. These figures must tally with the balance sheet. If you need to make changes to the figures, please click the 'Back' button to return.

You may follow the link to access sample accounts. Please note you will need to be connected to the internet.

[Access sample accounts ►](#)
Cost

At 01 May 2009:	AC114	£	
Additions:	AC115	£	
Disposals:	AC116	£	
Revaluations:	AC209	£	
Transfers:	AC210	£	
At 30 Apr 2010:	AC117	£	

Amortisation

At 01 May 2009:	AC118	£	
Provided during the period:	AC119	£	
On disposals:	AC120	£	
Other adjustments:	AC211	£	
At 30 Apr 2010:	AC121	£	

Net book value

At 30 Apr 2010:	AC122	£	
At 30 Apr 2009:	AC123	£	

Please enter any additional information in the field below.

Have you remembered to save? Press 'Ctrl' + 'S' on your keyboard to save.

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Statutory Accounts Notes

Tangible assets: Fixtures and fittings

Please enter the note on tangible assets, category Fixtures and fittings.
If you do not have a note to make, please return to the Statutory Accounts Notes menu and de-select this section.
You may follow the link to access sample accounts. Please note you will need to be connected to the internet.

[Access sample accounts >](#)

Cost

At 01 May 2009:	AC124A £	?
Additions:	AC125A £	?
Disposals:	AC126A £	?
Revaluations:	AC212A £	?
Transfers:	AC213A £	?
At 30 Apr 2010:	AC127A £	?

Depreciation

At 01 May 2009:	AC128A £	?
Charge for year:	AC129A £	?
On disposals:	AC130A £	?
Other adjustments:	AC214A £	?
At 30 Apr 2010:	AC131A £	?

Net book value

At 30 Apr 2010:	AC132A £	?
At 30 Apr 2009:	AC133A £	?

Have you remembered to save? Press 'Ctrl' + 'S' on your keyboard to save.

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Statutory Accounts Notes

Tangible assets: Land and buildings

Please enter the note on tangible assets, category Land and buildings.
If you do not have a note to make, please return to the Statutory Accounts Notes menu and de-select this section.
You may follow the link to access sample accounts. Please note you will need to be connected to the internet.

[Access sample accounts ➤](#)

Cost

At 01 May 2009:	AC124B £	?
Additions:	AC125B £	?
Disposals:	AC126B £	?
Revaluations:	AC212B £	?
Transfers:	AC213B £	?
At 30 Apr 2010:	AC127B £	?

Depreciation

At 01 May 2009:	AC128B £	?
Charge for year:	AC129B £	?
On disposals:	AC130B £	?
Other adjustments:	AC214B £	?
At 30 Apr 2010:	AC131B £	?

Net book value

At 30 Apr 2010:	AC132B £	?
At 30 Apr 2009:	AC133B £	?

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Statutory Accounts Notes

Tangible assets: Plant Machinery

Please enter the note on tangible assets, category Plant Machinery.
If you do not have a note to make, please return to the Statutory Accounts Notes menu and de-select this section.
You may follow the link to access sample accounts. Please note you will need to be connected to the internet.

[Access sample accounts >](#)

Cost

At 01 May 2009:	AC124E £	?
Additions:	AC125E £	?
Disposals:	AC126E £	?
Revaluations:	AC212E £	?
Transfers:	AC213E £	?
At 30 Apr 2010:	AC127E £	?

Depreciation

At 01 May 2009:	AC128E £	?
Charge for year:	AC129E £	?
On disposals:	AC130E £	?
Other adjustments:	AC214E £	?
At 30 Apr 2010:	AC131E £	?

Net book value

At 30 Apr 2010:	AC132E £	?
At 30 Apr 2009:	AC133E £	?

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Statutory Accounts Notes

Tangible assets: Total

Please review the totals for tangible assets. These figures must tally with the balance sheet. If you need to make changes to the figures, please click the 'Back' button to return.

You may follow the link to access sample accounts. Please note you will need to be connected to the internet.

[Access sample accounts ➤](#)

Cost

At 01 May 2009:	AC124	£	?
Additions:	AC125	£	?
Disposals:	AC126	£	?
Revaluations:	AC212	£	?
Transfers:	AC213	£	?
At 30 Apr 2010:	AC127	£	?

Depreciation

At 01 May 2009:	AC128	£	?
Charge for year:	AC129	£	?
On disposals:	AC130	£	?
Other adjustments:	AC214	£	?
At 30 Apr 2010:	AC131	£	?

Net book value

At 30 Apr 2010:	AC132	£	?
At 30 Apr 2009:	AC133	£	?

Please enter any additional information in the field below.

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Statutory Accounts Notes

Stocks

Please enter the note on stocks.

If you do not have a note to make, please return to the Statutory Accounts Notes menu and de-select this section.

You may follow the link to access sample accounts. Please note you will need to be connected to the internet.

[Access sample accounts ►](#)

Item	2010	2009
Stocks of raw materials and consumables:	AC261 £	AC262 £
Work in progress:	AC263 £	AC264 £
Long term contract balances:	AC265 £	AC266 £
Finished goods and goods for resale:	AC267 £	AC268 £
Payments on account:	AC269 £	AC270 £
Total	AC271 £	AC272 £

Please enter any additional information in the field below.

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Statutory Accounts Notes

Debtors

Please enter the note on debtors.

If you do not have a note to make, please return to the Statutory Accounts Notes menu and de-select this section.

You may follow the link to access sample accounts. Please note you will need to be connected to the internet.

[Access sample accounts](#)

	2010	2009
Trade debtors:	AC134 £	AC135 £
Other debtors:	AC136 £	AC137 £
Prepayments and accrued income:	AC138 £	AC139 £
Total:	AC140 £	AC141 £

Please enter any additional information in the field below.

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Statutory Accounts Notes

Creditors: amounts falling due within one year

Please enter the note on creditors: amounts falling due within one year.
If you do not have a note to make, please return to the Statutory Accounts Notes menu and de-select this section.
You may follow the link to access sample accounts. Please note you will need to be connected to the internet.

[Access sample accounts](#)

	2010	2009
Bank loans and overdrafts:	AC142 £	AC143 £
Amounts due under finance leases and hire purchase contracts:	AC144 £	AC145 £
Trade creditors:	AC146 £	AC147 £
Taxation and social security:	AC148 £	AC149 £
Accruals and deferred income:	AC150 £	AC151 £
Other creditors:	AC152 £	AC153 £
Total:	AC154 £	AC155 £

Please enter any additional information in the field below.

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Statutory Accounts Notes

Creditors: amounts falling due after more than one year



Please enter the note on creditors: amounts falling due after more than one year.

If you do not have a note to make, please return to the Statutory Accounts Notes menu and de-select this section.

You may follow the link to access sample accounts. Please note you will need to be connected to the internet.

[Access sample accounts](#)



2010

2009

Bank loans:	AC156 £	AC157 £	?
Amounts due under finance leases and hire purchase contracts:	AC158 £	AC159 £	?
Other creditors:	AC160 £	AC161 £	?
Total:	AC162 £	AC163 £	?

Please enter any additional information in the field below.

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Statutory Accounts Notes**Called up share capital**

Please enter the note on called up share capital.

If you do not have a note to make, please return to the Statutory Accounts Notes menu and de-select this section.

You may follow the link to access sample accounts. Please note you will need to be connected to the internet.

[Access sample accounts ►](#)

Allotted, called up and paid**Previous period**

2009

Class	Number of shares	Nominal value per share	Total	
Ordinary shares:	AC273	AC274 £	AC275 £	?
Preference shares:	AC276	AC277 £	AC278 £	?
Total share capital:			AC279 £	?

Current period

2010

Class	Number of shares	Nominal value per share	Total	
Ordinary shares:	AC280	AC281 £	AC282 £	?
Preference shares:	AC283	AC284 £	AC285 £	?
Total share capital:			AC286 £	?

Please enter any additional information in the field below.

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Statutory Accounts Notes

*Indicates required information

Profit and loss account

Please enter the note on profit and loss account.

If you do not have a note to make, please return to the Statutory Accounts Notes menu and de-select this section.

You may follow the link to access sample accounts. Please note you will need to be connected to the internet.

[Access sample accounts](#)

Previous year profit and loss account

Opening balance:	*	AC215	£	?
Profit or (loss) for period:	*	AC216	£	?
Equity dividends paid:	*	AC217	£	?
Retained profit at 30 Apr 2009:		AC218	£	?

Current year profit and loss account

Reserves at 01 May 2009:	*	AC184	£	?
Profit for year:	*	AC185	£	?
Equity dividends paid:	*	AC186	£	?
Retained profit:		AC187	£	?

Please enter any additional information in the field below.

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Statutory Accounts Notes

Related party disclosures



Please enter the note on related party disclosures. For example, loans guaranteed by directors, any loans made to directors, providing details for each director concerned, their name, balance at start of year, balance at end of year and maximum amount outstanding during the year.

If you do not have a note to make, please return to the Statutory Accounts Notes menu and de-select this section.

You may follow the link to access sample accounts. Please note you will need to be connected to the internet.

[Access sample accounts](#) ►

Name of the ultimate controlling party during the period:	AC191	?
Name of related party:	AC299A	?
Relationship:	AC300A	?
Description of the transaction:	AC301A	?
Balance at 01 May 2009	AC302A £	?
Balance at 30 Apr 2010	AC303A £	?

[Add another party](#)

Please enter any additional information in the field below.

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Statutory Accounts Notes

Transactions with directors

Please enter the note on transactions with directors.

If you do not have a note to make, please return to the Statutory Accounts Notes menu and de-select this section.

You may follow the link to access sample accounts. Please note you will need to be connected to the internet

[Access sample accounts](#)

Name of director receiving advance or credit:	AC304A	?
Description of the transaction:	AC305A	?
Balance at 01 May 2009	AC306A £	?
Advances or credits made:	AC307A £	?
Advances or credits repaid:	AC308A £	?
Balance at 30 Apr 2010	AC309A £	?

[Add another](#)

Please enter any additional information, such as the amount of maximum liability that may be incurred by the company in respect of guarantees given on behalf of directors, in the field below.

Have you remembered to save? Press 'Ctrl' + 'S' on your keyboard to save.

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Accounts review

You have now reached the end of the data entry pages for the Statutory Accounts.

Please see below a summary of all the sections you have completed in the accounts. If you want to review, change or correct your data, you may do so by following the section links below.

You may view or print a draft copy of the Statutory Accounts by following the 'View and print' link below.

[View and print](#) ►

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<u>Gains and Losses</u>	Not used
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Operating profit or (loss)	Not used
Directors' remunerations	Not used
Employees	Not used
Taxation	Not used
Dividends	Not used
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<u>Intangible assets: Other</u>	
<u>Tangible assets</u>	
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<u>Tangible assets: Land and building</u>	
Tangible assets: Motor vehicles	Not used
Tangible assets: Office equipment (inc. computer equipment)	Not used
<u>Tangible assets: Plant and machinery</u>	

<u>Stocks</u>	<input checked="" type="checkbox"/>
<u>Debtors</u>	<input checked="" type="checkbox"/>
<u>Creditors: amounts falling due within one year</u>	<input checked="" type="checkbox"/>
<u>Creditors: amounts falling due after more than one year</u>	<input checked="" type="checkbox"/>
Borrowings	Not used
Operating lease commitments	Not used
Provisions for liabilities	Not used
<u>Called up share capital</u>	<input checked="" type="checkbox"/>
Revaluation reserve	Not used
<u>Profit and loss account</u>	<input checked="" type="checkbox"/>
<u>Related party disclosures</u>	<input checked="" type="checkbox"/>
<u>Transactions with directors</u>	<input checked="" type="checkbox"/>
Capital commitments	Not used
Contingent liabilities	Not used
Post balance sheet events	Not used
<u>Directors' Report</u>	<input checked="" type="checkbox"/>

Important note

It is recommended that you review the accounts before you approve and submit them. Please follow the link below to view and print the Statutory Accounts.

[View and print](#) ►

Have you remembered to save? Press 'Ctrl' + 'S' on your keyboard to save.

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	<p>Please select the checkbox below to indicate the Statutory Accounts have been approved by the director/board of directors.</p> <p><input type="checkbox"/> * The Statutory Accounts have been approved by the director/ board of directors</p>		
	On date: *	AC198A	
	Name of approver *	AC199A	
	Status of approver:		
	<p>It is recommended that you print these Statutory Accounts after they have been approved, and keep a copy for your records. Please follow the link to view and print the Statutory Accounts.</p>		
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Schedule 4B – incorporation template

Return to Business Link

Web Incorporation Service HELP

You will need the following information to complete your application (click on heading to expand section):

Company Name and Address ▼

Officer Details (Director and Secretary) ▼

Share Capital and Shareholder Details ▼

Payment - £18.00 ▼

Sign in or register to incorporate a new company

Enter email address:

Do you already have a Companies House password or security code?

Yes, my password/security code is

No, I am a new customer

[Forgotten your password/security code?](#) CONTINUE

Companies House Service Desk: +44 (0)303 1234 500 available 08:30 to 18:00 (UK time) *Mon-Fri Companies House Email: enquiries@companieshouse.gov.uk

[Company Name & Address](#) > [Officers](#) > [Capital](#) > [Subscribers](#) > [Statement of Compliance](#) > [Summary](#) > [Payment](#) > [Confirmation](#)

Company Name (See note 1).

Enter proposed company name

Select a name ending

Please select ▾

Situation of Registered Office (See note 2).

Please select

- England and Wales
- Northern Ireland
- Scotland
- Wales

Registered Office Address (See note 3).

Care of Name (if part of address)

[]

PO Box No (if part of address)

[]

Country

Please select ▾

Postcode

[]

LOOKUP

Building Name/No.

[]

Address Line 1

[]

Address Line 2

[]

Post Town

[]

County/Region

[]

Note 1: Company Name

You must enter your proposed company name and select one of the name ending options available.

The company name cannot contain more than 160 characters (including spaces and name ending). Some symbols are not permitted within the name. All company name letters will be converted to capitals.

The company name will not be accepted if it contains any words considered to be sensitive, or if it is the same as an existing name on the register.

Note 2: Situation of Registered Office

Every company must have a registered office and this is the address to which Companies House will send correspondence.

For England and Wales companies, the address must be in England or Wales.

For Welsh, Scottish or Northern Ireland companies, the address must be in Wales, Scotland or Northern Ireland respectively.

Note 3: Registered Office Address

This address must be a physical location for the delivery or inspection of documents. It cannot be a PO Box number (unless contained within a full address), a DX or LP number.

You must ensure that the address entered in this section is consistent with the situation indicated in the above section.

[PREVIOUS](#)[NEXT](#)

<p>Details of new director (See note 1).</p> <p>Title <input type="text"/></p> <p>Forename <input type="text"/></p> <p>Other Forename(s) <input type="text"/></p> <p>Surname <input type="text"/></p> <p>Country/State of residence <input type="select" value="Please select"/></p> <p>Other Country/State <input type="text"/></p> <p>(details of 'Country/State of residence' must correspond with the residential address)</p> <p>Nationality <input type="text"/></p> <p>Date of Birth (dd/mm/yyyy) <input type="text"/></p> <p>Business Occupation <input type="text"/></p> <p>Former names</p> <p>Former forename <input type="text"/></p> <p>Former surname <input type="text"/></p> <p>Director's service address (See note 2).</p> <p>This is the address that will appear on the public record.</p> <p>Where is the service address situated? (please select):</p> <p><input type="radio"/> The service address is 'same as' the company's registered office</p> <p><input checked="" type="radio"/> The service address is at the address supplied (select to display address fields)</p> <p>Details entered below will only be submitted if the option 'Display address fields' is selected above.</p> <p>Country <input type="select" value="Please select"/></p> <p>Other Country <input type="text"/></p> <p>Postcode <input type="text"/> <input type="button" value="LOOKUP"/></p> <p>Care of details (only if applicable) <input type="text"/></p> <p>PO Box No. <input type="text"/></p> <p>Building Name/No. <input type="text"/></p> <p>Address <input type="text"/></p> <p>Post Town <input type="text"/></p> <p>County/Region <input type="text"/></p> <p>Director's residential address (See note 3).</p> <p>Details provided will NOT appear on the public record.</p> <p>Where is the residential address situated? (please select):</p> <p><input type="radio"/> The residential address is 'same as' the service address</p> <p><input checked="" type="radio"/> The residential address is at the address supplied (select to display address fields)</p> <p>Details entered below will only be submitted if the option 'Display address fields' is selected above.</p> <p>Country <input type="select" value="Please select"/></p> <p>Other Country <input type="text"/></p> <p>Postcode <input type="text"/> <input type="button" value="LOOKUP"/></p> <p>Building Name/No. <input type="text"/></p> <p>Address <input type="text"/></p> <p>Post Town <input type="text"/></p> <p>County/Region <input type="text"/></p> <p>Section 243 disclosure exemption:</p> <p><input type="checkbox"/> Only tick this box if you are in the process of applying for, or have been granted exemption from disclosing your residential address to credit reference agencies under section 243 of the Companies Act 2006.</p> <p>Consent to Act</p> <p>The information below represents the 'consent to act' as the newly appointed officer.</p> <p>The personal details completed must relate to the individual being appointed, unless the new appointment is a corporate body or firm, in which case the personal details completed must relate to the individual authorising the appointment on behalf of the corporate body or firm – the person named on the main input screen.</p> <p>To confirm the 'consent to act' as an officer, please enter details in any 3 of the following categories of personal information - only 3 characters (no spaces or punctuation) are required to be entered within each category. See note 4.</p> <p>Town of Birth (first 3 letters only) <input type="text"/></p> <p>Last 3 digits of Telephone Number <input type="text"/></p> <p>Last 3 Characters of National Insurance Number <input type="text"/></p> <p>Last 3 digits of Passport Number <input type="text"/></p> <p>Mothers Maiden Name (first 3 letters only) <input type="text"/></p> <p>Eye colour (first 3 letters only) <input type="text"/></p> <p>Fathers First Name (first 3 letters only) <input type="text"/></p>	<p>Note 1: Company Officers</p> <p>Private limited companies must appoint at least one director who is an individual. All directors must be at least 16 years of age. Once you have completed the details for the first director, you can choose to appoint other officers, including a secretary and corporate directors.</p> <p>Note 2: Director's service address</p> <p>This is the address that will appear on the public record. It does not have to be a residential address.</p> <p>The first button should be used to indicate if the service address is the 'same as' the company's registered office address. If a selection is made, the officer's service address may be affected by changes made to the registered office address. See HELP for more information on the 'same as' option.</p> <p>To supply the service address as a full address, select the second option to display the address fields and enter details in the fields provided.</p> <p>Note 3: Director's residential address</p> <p>The first button provided should be used to indicate if the residential address is the 'same as' the service address. By selecting this option the officer's residential address may be affected by changes made to the service address. See HELP for more information on the 'same as' option.</p> <p>You cannot select the 'same as' option if:</p> <ul style="list-style-type: none"> -the service address is already marked as the 'same as' the company's registered office address -the service address contains a 'care of (c/o)' component -the director is subject to (or applying for) a disclosure exemption. <p>To supply the residential address as a full address, select the second option to display the address fields and enter details in the fields provided. The residential address cannot be a PO Box, DIX or LP (Legal Post in Scotland) number.</p> <p>Note 4: Consent to Act</p> <p>You only need to complete 3 of the 7 personal information categories provided. Only 3 characters (no spaces or punctuation) are required within each of the categories. The information entered into the Consent to Act section on this screen will not appear on the public record.</p>
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[Company Name & Address](#) [Officers](#) [Capital](#) [Subscribers](#) [Statement of Compliance](#) [Summary](#) [Payment](#) [Confirmation](#)**Proposed Company Officers for XXXXXXXX LIMITED**A director name **DIRECTOR**A director's address
Occupation XXXXXXXXXXXX
Nationality XXXXXXXXXXXX
Date Of Birth DD/MM/YYYY[EDIT](#) [REMOVE](#)

To appoint a new company officer, select the appointment type

[ADD A PERSON AS A DIRECTOR](#)[ADD A COMPANY OR FIRM AS A DIRECTOR](#)[ADD A PERSON AS A SECRETARY](#)[ADD A COMPANY OR FIRM AS A SECRETARY](#)**Note 1: Company Officers Summary**

Private limited companies must have at least one person who is an individual. All directors must be at least 16 years of age. You may also appoint a secretary, but this is optional.

You can choose to appoint multiple officers using the appropriate 'add appointment type' buttons within the green box.

To 'edit' or 'remove' previously entered officer details, please use the corresponding buttons.

Once you have reviewed the details, click 'NEXT' to proceed to the next step.

[PREVIOUS](#)[NEXT](#)

[Company Name & Address](#) ✓ [Officers](#) ➤ [Capital](#) ➤ [Subscribers](#) ➤ [Statement of Compliance](#) ➤ [Summary](#) ➤ [Payment](#) ➤ [Confirmation](#)

Details of new secretary

Title
 Forename
 Other Forename (s)
 Surname

Former names

Former forename
 Former surname

Secretary's service address (See note 1).

This is the address that will appear on the public record.

Where is the service address situated? (please select):

- The service address is 'same as' the company's registered office
- The service address is at the address supplied (select to display address fields)

Consent to Act (See note 2).

The information below represents the 'consent to act' as the newly appointed officer.

The personal details completed must relate to the individual being appointed, unless the new appointment is a corporate body or firm, in which case the personal details completed must relate to the individual authorising the appointment on behalf of the corporate body or firm – the person named on the main input screen.

To confirm the 'consent to act' as an officer, please enter details in **any 3** of the following categories of personal information - only 3 characters (no spaces) are required to be entered within each category. See note 2.

Town of Birth (first 3 letters only)
 Last 3 digits of Telephone Number
 Last 3 Characters of National Insurance Number
 Last 3 digits of Passport Number
 Mothers Maiden Name (first 3 letters only)
 Eye colour (first 3 letters only)
 Fathers First Name (first 3 letters only)

[CANCEL](#)[SUBMIT](#)**Note 1: Secretary's service address**

This is the address that will appear on the public record. It does not have to be a residential address.

The first button should be used to indicate if the service address is the same as the company's registered office address. By selecting this option the officer's service address may be affected by changes made to the registered office address. See HELP for more information on the 'same as' option.

To supply the service address as a full address, select the second option to display the address fields and enter

Note 2: Consent to Act

You only need to complete 3 of the 7 personal information categories provided. Only 3 characters (no spaces or punctuation) are required within each of the categories. The information entered into the Consent to Act section on this screen will not appear on the public record.

Details of new corporate directorName of corporate body or firm

Please provide details of the registered or principal office address of the corporate appointment. See note 1.

Country Please selectOther Country Postcode LOOKUPCare of details (only if applicable) PO Box No Building Name/No. Address Post Town County/Region

Please provide the full name of the person authorising the appointment of the corporate body or firm. See note 2.

Forename Surname **[i] Select the company type you are providing details for:**

- EEA company (provide details in **section 1** below)
 non-EEA company (provide details in **section 2** below)

Section 1 - For EEA companies only (See note 3).

Details entered below will only be submitted if 'EEA company' is selected above.

Where the company / firm is registered Registration Number **Section 2 - For non-EEA companies only (See note 4).**

Details entered below will only be submitted if 'non-EEA company' is selected above.

Legal form of the corporate body or firm Governing law If applicable, where the company / firm is registered Registration number (if applicable) **Consent to Act (See note 5).**

The information below represents the 'consent to act' as the newly appointed officer.

The personal details completed must relate to the individual being appointed, unless the new appointment is a corporate body or firm, in which case the personal details completed must relate to the individual authorising the appointment on behalf of the corporate body or firm – the person named on the main input screen.

To confirm the 'consent to act' as an officer, please enter details in **any 3** of the following categories of personal information - only 3 characters (no spaces) are required to be entered within each category. See note 5.Town of Birth (first 3 letters only) Last 3 digits of Telephone Number Last 3 Characters of National Insurance Number Last 3 digits of Passport Number Mothers Maiden Name (first 3 letters only) Eye colour (first 3 letters only) Fathers First Name (first 3 letters only) **Note 1: Registered or principal address**

This address must be a physical location for the delivery or inspection of documents. It cannot be a PO Box number (unless contained within a full address), a DX or LP number.

This address will appear on the public record.

Note 2: Person authorising

The name provided should be that of an authorised signatory of the corporate body being appointed (e.g. director). The individual named is consenting to the appointment on behalf of the corporate body.

Note 3: EEA companies (European Economic Area)

The UK is part of the EEA but the criteria for being an EEA company are not based on geographical location alone. The fact that a corporate body is registered (or based) within an EEA country does not necessarily make it an EEA company.

A list of countries which comprise the EEA is available in Help section 5.11.

An EEA company is one to which the First Company Law Directive (68/151/EEC) applies. You are required to give details of the register where the company file is kept (including the relevant state). The register (central register, commercial register, company register) is the one mentioned in Article 3 of the Directive.

The place 'Where the company / firm is registered' and 'Registration Number' must be provided.

Note 4: non-EEA companies (European Economic Area)

A non-EEA company is one to which the First Company Law Directive (68/151/EEC) does NOT apply.

A non-EEA company is either a corporate body or firm that is a legal person under its governing law. For example, a UK limited liability partnership, Scottish limited partnership, United States LLC etc.

Information on the legal form and governing law must be provided.

If details are provided of where the company / firm is registered, the registration number should also be provided.

Note 5: Consent to Act

You only need to complete 3 of the 7 personal information categories provided. Only 3 characters (no spaces or punctuation) are required within each of the categories. The information entered into the Consent to Act section on this screen will not appear on the public record.

Details of new corporate secretaryName of corporate body or firm

Please provide details of the registered or principal office address of the corporate appointment See note 1.

Country Please selectOther Country Postcode Care of details (only if applicable) PO Box No Building Name/No. Address Post Town County/Region

Please provide the full name of the person authorising the appointment of the corporate body or firm See note 2.

Forename Surname **I** Select the company type you are providing details for:

- EEA company (provide details in **section 1** below)
 non-EEA company (provide details in **section 2** below)

Section 1 - For EEA companies only (See note 3).

Details entered below will only be submitted if 'EEA company' is selected above.

Where the company / firm is registered Registration Number **Section 2 - For non-EEA companies only (See note 4).**

Details entered below will only be submitted if 'non-EEA company' is selected above.

Legal form of the corporate body or firm Governing law If applicable, where the company / firm is registered Registration number (if applicable) **Consent to Act (See note 5).**

The information below represents the 'consent to act' as the newly appointed officer.

The personal details completed must relate to the individual being appointed, unless the new appointment is a corporate body or firm, in which case the personal details completed must relate to the individual authorising the appointment on behalf of the corporate body or firm – the person named on the main input screen.

To confirm the 'consent to act' as an officer, please enter details in **any 3** of the following categories of personal information - only 3 characters (no spaces) are required to be entered within each category. See note 5.Town of Birth (first 3 letters only) Last 3 digits of Telephone Number Last 3 Characters of National Insurance Number Last 3 digits of Passport Number Mothers Maiden Name (first 3 letters only) Eye colour (first 3 letters only) Fathers First Name (first 3 letters only) **Note 1: Registered or principal address**

This address must be a physical location for the delivery or inspection of documents. It cannot be a PO Box number (unless contained within a full address), a DX or LP number.

This address will appear on the public record.

Note 2: Person authorising

The name provided should be that of an authorised signatory of the corporate body being appointed (e.g. director). The individual named is consenting to the appointment on behalf of the corporate body.

Note 3: EEA companies (European Economic Area)

The UK is part of the EEA but the criteria for being an EEA company are not based on geographical location alone. The fact that a corporate body is registered (or based) within an EEA country does not necessarily make it an EEA company.

A list of countries which comprise the EEA is available in Help section 5.11.

An EEA company is one to which the First Company Law Directive (80/151/EEC) applies. You are required to give details of the register where the company file is kept (including the relevant state). The register (central register, commercial register, company register) is the one mentioned in Article 3 of the Directive.

The place 'Where the company / firm is registered' and 'Registration Number' must be provided.

Note 4: non-EEA companies (European Economic Area)

A non-EEA company is one to which the First Company Law Directive (80/151/EEC) does NOT apply.

A non-EEA company is either a corporate body or firm that is a legal person under its governing law. For example, a UK limited liability partnership, Scottish limited partnership, United States LLC etc.

Information on the legal form and governing law must be provided.

If details are provided of where the company / firm is registered, the registration number should also be provided.

Note 5: Consent to Act

You only need to complete 3 of the 7 personal information categories provided. Only 3 characters (no spaces or punctuation) are required within each of the categories. The information entered into the Consent to Act section on this screen will not appear on the public record.

[Company Name & Address](#) ✓ [Officers](#) ✓ [Capital](#) ➔ [Subscribers](#) ➔ [Statement of Compliance](#) ➔ [Summary](#) ➔ [Payment](#) ➔ [Confirmation](#)
Add share capital**All fields must be completed**

Currency

GBP - Pound Sterling

[Select](#)[Class of share](#)[Number of shares](#)[Amount paid up on each share](#)[Amount unpaid on each share](#)[Aggregate nominal value](#)[See note 1.](#)[See note 1.](#)

Enter prescribed particulars in the box below. See note 2.

e.g. "ordinary shares have full rights in the company with respect to voting, dividends and distributions" is an example of an acceptable statement for a private company limited by shares, using model articles.

[Prescribed Particulars:](#)

A maximum of 4,000 characters can be entered

[CANCEL](#)**Note 1: Amount paid up and unpaid on each share****Amount paid up on each share:**

Please enter the amount that each shareholder/subscriber has paid for each share that they hold in this share class.
If nothing has been paid please enter a zero.

Amount (if any) unpaid on each share

Please enter the amount that each shareholder/subscriber owes for each share that they hold in this share class.
If nothing is owed please enter a zero.

Note 2: Prescribed particulars

These set out whether or not:

- a shareholder gets a vote (and how many)
- a shareholder is entitled to a payment of a dividend
- a shareholder has preference over other shareholders in the event that the business is closed or bankrupt and,
- the terms and conditions relating to any redeemable shares. (Not applicable for companies without this share type).

e.g. "ordinary shares have full rights in the company with respect to voting, dividends and distributions" is an example of an acceptable statement for a private company limited by shares, using model articles.

For more information on prescribed particulars, please visit [HELP](#).

[Company Name & Address](#) ✓ [Officers](#) ✓ [Capital](#) ➔ [Subscribers](#) ➔ [Statement of Compliance](#) ➔ [Summary](#) ➔ [Payment](#) ➔ [Confirmation](#)
Statement of Capital for X000000X LIMITED

Currency	GBP - Pound Sterling
Class of share	Ordinary
Amount paid up on each share	1.000000
Amount unpaid on each share	0.000000
Number of shares	100
Aggregate nominal value	100.000000
Prescribed particulars (of rights attached to shares)	ordinary shares have full rights in the company with respect to voting, dividends and distributions

[EDIT](#) [REMOVE](#)

Currency	GBP - Pound Sterling
Total number of shares issued	100
Total aggregate value of shares issued	100.000000

[ADD NEW SHARE CLASS TO THIS CURRENCY](#)[PREVIOUS](#)[NEXT](#)
Statement of Capital

Companies limited by shares must complete a statement of share capital as part of their application to incorporate.

The statement of capital must show the:

- total number of shares of the company
- aggregate nominal value of those shares
- amount paid up and the amount (if any) unpaid on each share

For each class of share, the statement must set out the:

- total number of shares of that class
- aggregate nominal value of shares of that class
- rights attached to the shares

These rights are:

- voting rights
- rights in relation to capital and dividends
- who has the right to redeem the shares - ie either the company or the shareholder.

[Company Name & Address](#) ✓ [Officers](#) ✓ [Capital](#) ✓ [Subscribers](#) ➤ [Statement of Compliance](#) ➤ [Summary](#) ➤ [Payment](#) ➤ [Confirmation](#)

Subscriber details (See note 1).

Subscribers are the first **shareholders** of a limited company.

Please select if the subscriber is a **person** or a **company / firm**:

Person

Forename

Surname

Company or Firm

Company Name

Authorising Forename

Authorising Surname

Address

Country

Other Country

Postcode [LOOKUP](#)

Building Name/No.

Address

Post Town

County/Region

Shares / stock held

Currency and Class

Number of shares

Authentication - Personal Information

The information below represents the electronic authentication of the subscriber, in place of a signature.

The personal details entered must relate to the individual named above, unless the subscriber is a company or firm, in which case the personal details entered must relate to the individual authorising the subscriber on behalf of the company or firm.

Please enter details in **any 3** of the following categories of personal information and agree with the statement by ticking the box. (See note 3)

In supplying these personal details the subscriber authenticates:

1. the prescribed form memorandum of association; and
2. (where this application is sent to Companies House by the subscriber) the statement of compliance.

Town of Birth (first 3 letters only)

Last 3 digits of Telephone Number

Last 3 Characters of National Insurance Number

Last 3 digits of Passport Number

Mothers Maiden Name (first 3 letters only)

Eye colour (first 3 letters only)

Fathers First Name (first 3 letters only)

[CANCEL](#)

Note 1: Subscriber Details

A subscriber is a person who subscribes to the memorandum of association. This is a document stating that each subscriber wishes to form a company under the Companies Act 2006 and that each subscriber agrees to be a member of the company and take at least one share in the company. The subscribers are the company's first members and shareholders. The company's memorandum of association is in the form prescribed by law and can be viewed on the summary information screen visible after all the necessary information has been entered.

A subscriber can be a person or a company or firm. Please select using the radio buttons and enter the appropriate information in the corresponding fields.

Note 2: Shares / stock held

The shares / stock held is derived from the information entered in the Share Capital section. Please select the currency and class and number of shares per subscriber.

The total number of shares allocated for the subscribers must match the total number of shares entered in the Share Capital section.

For more information please visit [HELP](#).

Note 3: Authentication - Personal Information

You only need to complete 3 of the 7 personal information categories provided. Only 3 characters (no spaces or punctuation) are required within each of the categories. The information entered into the 'Authentication - Personal Information' section on this screen will not appear on the public record.

The personal information entered will also be used as authentication by the subscriber for the Statement of Compliance on the next section. You must tick the box on this page to proceed.

The Statement of Compliance is required by law to confirm you have complied with the registration requirements of the Companies Act 2006.

[Company Name & Address](#) ✓ [Officers](#) ✓ [Capital](#) ✓ [Subscribers](#) ➔ [Statement of Compliance](#) ➔ [Summary](#) ➔ [Payment](#) ➔ [Confirmation](#)**Initial Shareholdings for XXXXXXXX LIMITED****SUBSCRIBER**

XXXXXX XXXXXX

Class of share:

GBP - Ordinary

Number:

100

Nominal value of each share:

1.000000

[EDIT](#)[REMOVE](#)[ADD NEW SUBSCRIBER](#)**Initial Shareholdings**

The subscribers (shareholders) of the company are displayed here, along with the number and class of shares and nominal value of each share.

Please note that the nominal value is automatically calculated from the information entered in the Share Capital section. To amend the nominal value, you will need to return to the previous Share Capital section and edit the information entered.

The total number of shares allocated for the subscribers must match the total number of shares entered in the Share Capital section.

You can choose to edit or delete the subscribers details by clicking on the 'Edit' or 'Remove' buttons provided.

To add more subscriber details, please select the 'Add New Subscriber' button.

Please check the information on this screen before proceeding.

[PREVIOUS](#)[NEXT](#)

[Company Name & Address ✓](#) [Officers ✓](#) [Capital ✓](#) [Subscribers ✓](#) [Statement of Compliance ➔](#) [Summary ➔](#) [Payment ➔](#) [Confirmation](#)**Statement of Compliance**

Please select if the application is made by:

- an agent on behalf of all the subscribers
 all of the subscribers of the memorandum of association

Note 1: Statement of Compliance

The law requires you to confirm that the requirements of the Companies Act 2006 have been complied with as part of your application to incorporate a company.

Select if you are making this application as the subscribers or an agent and click NEXT. You will then be asked to agree with a statement and enter details for the agent (if applicable).

[PREVIOUS](#)[NEXT](#)

[Company Name & Address](#) ✓ [Officers](#) ✓ [Capital](#) ✓ [Subscribers](#) ✓ [Statement of Compliance](#) ➔ [Summary](#) ➔ [Payment](#) ➔ [Confirmation](#)

Statement of Compliance

I confirm that the requirements of the Companies Act 2006 as to registration have been complied with.

Agent Details

Please select:

 Person

Agent's Forename

Agent's Surname

 Company or Firm

Company Name

Authorising Forename

Authorising Surname

Address

Country

Please select

Other Country

Postcode

LOOKUP

Building Name/No.

Address

Post Town

County/Region

Authentication - Personal Information

The information below represents the electronic authentication of the agent, in place of a signature.

The personal details entered must relate to the individual named above, unless the agent is a company or firm, in which case the personal details entered must relate to the individual authorising the agent on behalf of the company or firm.

Please enter details in **any 3** of the following categories of personal information. See note 3.

Town of Birth (first 3 letters only)

Last 3 digits of Telephone Number

Last 3 Characters of National Insurance Number

Last 3 digits of Passport Number

Mothers Maiden Name (first 3 letters only)

Eye colour (first 3 letters only)

Fathers First Name (first 3 letters only)

Note 1: Statement of Compliance

You must agree to the statement of compliance shown on this screen by ticking the box.

Note 2: Agent Details

Enter the details of the agent making the application, by selecting whether the agent is a person or company and entering the corresponding details.

Note 3: Authentication - Personal Information

You only need to complete 3 of the 7 personal information categories provided. Only 3 characters (no spaces or punctuation) are required within each of the categories. The information entered into the 'Authentication - Personal Information' section on this screen will not appear on the public record.

[PREVIOUS](#)[NEXT](#)

[Company Name & Address](#) ✓ [Officers](#) ✓ [Capital](#) ✓ [Subscribers](#) ✓ [Statement of Compliance](#) ➔ [Summary](#) ➔ [Payment](#) ➔ [Confirmation](#)**Statement of Compliance**

I/We confirm that the requirements of the Companies Act 2006 as to registration have been complied with and I/We have viewed and accepted the [Memorandum of Association](#).

The statement of compliance is made and authenticated by all of the subscribers of the Memorandum of Association listed below. See note 2.

▪ XXXXX XXXXXXXXXX

Note 1: Statement of Compliance

You must agree to the statement of compliance shown on this screen by ticking the box.

You can view the draft image of your Memorandum of Association by clicking on the link, which opens a new window.

Note 2: Subscriber Authentication

The names displayed are the subscribers of the Memorandum of Association as entered on the Subscribers section. Personal information previously entered is used to authenticate the subscriber(s) for both the Memorandum and the Statement of Compliance.

To amend any of the subscriber details, please click 'Previous' to return to the Subscribers section.

[PREVIOUS](#)[NEXT](#)

COMPANY HAVING A SHARE CAPITAL

Memorandum of association of XXXXXXXX LIMITED

Each subscriber to this memorandum of association wishes to form a company under the Companies Act 2006 and agrees to become a member of the company and to take at least one share.

Name of each subscriber

XXXX XXXXXX

Authentication

Authenticated Electronically

Dated: 10/12/2010

[CLOSE WINDOW](#)

[PRINT](#)

[Company Name & Address](#) [Officers](#) [Capital](#) [Subscribers](#) [Statement of Compliance](#) [Summary](#) [Payment](#) [Confirmation](#)
Summary of information

Please review the information on this page before submitting your application.

Company Name and Address[CHANGE DETAILS](#)

Company Name DUMMY DATA LIMITED
Registered Office Address TEST HOUSE TEST STREET
 TEST TOWN
 TEST
 United Kingdom

Company Type Private Limited by Shares**Officers**[CHANGE DETAILS](#)

Name	DOB	Appt Type
XXXXXX0000XXXXX	11/10/1984	Person Director

Statement of Capital (Totals)[CHANGE DETAILS](#)

Currency	Class of share	Total number of shares issued	Total aggregate value of shares issued
GBP - Pound Sterling	ordinary	10	10

Initial Shareholdings[CHANGE DETAILS](#)

Name	Number of shares	Currency and Class
iuk jblk jblkj	10	GBP - ordinary

Statement of Compliance[CHANGE DETAILS](#)

Completed by all of the subscribers of the memorandum of association:

- iuk|jblk|jblkj

Memorandum and Articles of Association

The following memorandum and articles of association have been accepted by the subscribers as the memorandum and articles of association with which the company is to be registered.

[View memorandum of association](#)

(PDF copy will be attached to acceptance email with certificate of incorporation)

[View model articles of association](#)

(links to a PDF document)

Note 1: Summary of Information

This screen displays a summary of the information you have entered in your application to incorporate a company.

To amend any of the details displayed, click on the 'change details' button which will direct you to the corresponding section for editing. Please note you will then need to click back through the sections to return to this Summary screen.

Note 2: Statement of Capital (Totals)

The Statement of Capital shows the totals for each currency and class entered. To amend the share capital information, click the 'change details' button to return to the Capital section for editing.

Note 3: Memorandum and Articles of Association

The **Memorandum of Association** is a statement that each subscriber wishes to form a company and it records each subscriber's agreement to be a member of the company and to take at least one share in that company. It is authenticated by each named subscriber. The Memorandum is in the form required by law.

The **Articles of Association** contains details of running the company, internal management affairs and liability - they are essentially the company's internal rulebook. The Companies Act 2006 offers Model Articles of Association, which are available from our website and can be viewed by clicking on the link on this page.

The current application for a company, if successful, will be incorporated by adopting the model articles in their entirety. If the company wishes to make changes to the model articles after incorporation a copy of the special resolution making the change must be delivered to Companies House within 15 days of being passed. You must also deliver a copy of the amended articles to Companies House within 15 days.

[PREVIOUS](#)[NEXT](#)

Schedule 5 – Table specifying the documents that may be delivered to the registrar using software filing and the XML data schemata/taxonomy that must be used in respect of them

Documents which may be delivered to the registrar using Software filing	Legislative provision(s) requiring or authorising the delivery of the document	Format to be used
Memorandum	Section 8 of the Companies Act 2006	Memorandum
Articles (where applicable)	Section 9 of the Companies Act 2006	Articles
Application for incorporation	Section 9 of the Companies Act 2006	Application for incorporation - IN01
Appointment of corporate director	Section 167 of the Companies Act 2006	Appointment of corporate director – AP02
Appointment of corporate secretary	Section 276 of the Companies Act 2006	Appointment of corporate secretary – AP04
Appointment of director	Section 167 of the Companies Act 2006	Appointment of director – AP01
Appointment of secretary	Section 276 of the Companies Act 2006	Appointment of secretary – AP03
Change of corporate director's details	Section 167 of the Companies Act 2006	Change of corporate director's details – CH02
Change of corporate secretary's details	Section 167 of the Companies Act 2006	Change of corporate secretary's details – CH04
Change of director's details	Section 167 of the Companies Act 2006	Change of director's details – CH01
Change of secretary's details	Section 276 of the Companies Act 2006	Change of secretary's details – CH03
Termination of appointment of director	Section 167 of the Companies Act 2006	Termination of appointment of director – TM01
Termination of appointment of secretary	Section 276 of the Companies Act 2006	Termination of appointment of secretary – TM02
Eligible Financial Information for Audit exempt abbreviated accounts	Sections 444 of the Companies Act 2006	iXBRL in conformity with the UK GAAP taxonomy
Eligible Financial Information for Dormant company accounts	Sections 444 of the Companies Act 2006	iXBRL in conformity with the UK GAAP taxonomy
Eligible Financial Information for Small (Full) Accounts Unaudited	Section 444 of the Companies Act 2006	iXBRL in conformity with the UK GAAP taxonomy
Eligible Financial Information for Audited (Full) Accounts	Section 444 and 446 of the Companies Act 2006	iXBRL in conformity with the UK GAAP taxonomy
Change of accounting reference date	Section 392 of the Companies Act 2006	Change of accounting reference date – AA01
Annual return with a made up date before 1 October 2011	Section 854 of the Companies Act 2006	Annual return – AR01
Annual return with a made up date on or after 1 October 2011	Section 854 of the Companies Act 2006	Annual return – AR01 with a made up date of on or after 1 October 2011

Change of registered office address	Section 87 of the Companies Act 2006	Change of registered office address – AD01
Change of location of company records to the registered office (SAIL)	Sections 114, 162, 228, 237, 275, 358, 702, 720, 743, 805, 809, 877, 892 of the Companies Act 2006	Change of location of company records to the registered office (SAIL) – AD04
Change of location of the records to the single alternative inspection location (SAIL)	Sections 162, 743, 877 & 892 of the Companies Act 2006	Change of location of the records to the single alternative inspection location (SAIL)- AD03
Notification of single alternative inspection location (SAIL)	Sections 114, 162, 228, 237, 275, 358, 702, 720, 743, 805, 809, 877, 892 of the Companies Act 2006	Notification of single alternative inspection location (SAIL) – AD02
Return of allotment of shares	Section 555 of the Companies Act 2006	Return of allotment of shares – SH01
Special Resolution on Change of Name	In accordance with Section 78 of the Companies Act 2006	Special Resolution on Change of Name - RES 15
Change of Name by resolution	In accordance with Section 78 of the Companies Act 2006	Change of Name by resolution- NM01
Notice of change of name by means provided for in the articles	In accordance with Section 79 of the Companies Act 2006	Notice of change of name by means provided for in the articles - NM04
LLP Incorporation	In accordance with Section 2 of the Limited Liability Partnership Act 2000 and the relevant provisions of the Companies Act 2006 as applied to Limited Liability Partnerships	Application for the incorporation of a Limited Liability Partnership – LL IN01
Annual return	In accordance with Section 854 of the Companies Act 2006 as applied by Limited Liability Partnerships (Application of Companies Act 2006) Regulations 2009	Annual return – LL AR01
Appointment of member of a Limited Liability Partnership	In accordance with Section 9 of the Limited Liability Partnership Act 2000	Appointment of a Limited Liability Partnership member – LL AP01
Appointment of corporate member of a Limited Liability Partnership	In accordance with Section 9 of the Limited Liability Partnership Act 2000	Appointment of corporate member of a Limited Liability Partnership – LL AP02
Change of member's details of a Limited Liability Partnership	In accordance with Section 9 of the Limited Liability Partnership Act 2000	Change of member's details of a Limited Liability Partnership – LL CH01
Change of corporate member's details of a Limited Liability Partnership	In accordance with Section 9 of the Limited Liability Partnership Act 2000	Change of corporate member's details of a Limited Liability Partnership – LL CH02
Termination of appointment of member of a Limited Liability Partnership	In accordance with Section 9 of the Limited Liability Partnership Act 2000	Termination of appointment of member of a Limited Liability Partnership – LL TM01
Change of accounting reference date	In accordance with Section 392 of the Companies Act 2006 as applied by Limited Liability Partnerships (Accounts and Audit)(Application of Companies Act 2006) Regulations 2008	Change of accounting reference date of a Limited Liability Partnership – LL AA01
Change of registered office	In accordance with Section 87 of the	Change of registered office

address of a Limited Liability Partnership	Companies Act 2006 as applied by the Limited Liability Partnerships(Application of the Companies Act 2006) Regulations 2009	address of a Limited Liability Partnership – LL AD01
Notification of single alternative inspection location (SAIL) of a Limited Liability Partnership (LLP)	In accordance with Sections 162,743,877 & 892 of the Companies Act 2006 as applied by the Limited Liability Partnerships(Application of the Companies Act 2006) Regulations 2009	Notification of single alternative inspection location (SAIL) of a Limited Liability Partnership (LLP)– LL AD02
Change of location of the records to the single alternative inspection location (SAIL) of an LLP (Limited Liability Partnership)	In accordance with Sections 162,743,877 & 892 of the Companies Act 2006 as applied by the Limited Liability Partnerships(Application of the Companies Act 2006) Regulations 2009	Change of location of the records to the single alternative inspection location (SAIL) of an LLP (Limited Liability Partnership - LL AD03
Change of location of the records to the registered office of an LLP (Limited Liability Partnership)	In accordance with Sections 162,743,877 & 892 of the Companies Act 2006 as applied by the Limited Liability Partnerships(Application of the Companies Act 2006) Regulations 2009	Change of location of the records to the registered office of an LLP (Limited Liability Partnership - LL AD04
Notice of change of name of an LLP (Limited Liability Partnership)	In accordance with Schedule 5 of the schedule to the Limited Liability Partnership Act 2000	Notice of change of name of an LLP (Limited Liability Partnership) - LL NM01

Schedule 6 – XML data schemata

Form submission schema

Data Item	Mandatory /Optional	Max character length	Comments
FormSubmission	Mandatory		
FormHeader	Mandatory		
CompanyNumber	Optional		
CompanyType	Optional		Values: EW SC NI R OC SO NC
CompanyName	Mandatory	160	
CompanyAuthenticationCode	Optional	6	
PackageReference	Mandatory		
Language	Optional		Values: EN CY
FormIdentifier	Mandatory		
SubmissionNumber	Mandatory	6	
ContactName	Mandatory	50	
ContactNumber	Mandatory	25	
DateSigned	Mandatory		
Form	Mandatory		
Document	Optional	Max count 3	
Data	Mandatory	1200000	
Date	Optional		
Filename	Optional	32	
ContentType	Mandatory		Values: application/vnd.hp-pcl application/xml
Category	Mandatory		Values: MEMARTS SUPPNAMEAUTH ACCOUNTS SUPPEXISTNAME

**SCHEMA CONVERSION FOR ANNUAL RETURN WITH A MADE UP
DATE BETWEEN 1 OCTOBER 2009 AND 30 SEPTEMBER 2011**

Data Item	Mandatory /Optional	Max character length	Comments
Company name	MANDATORY	160	
Company number	MANDATORY	8 characters only	
Company authentication code	MANDATORY	6 characters, letters and numbers	
Submission number	MANDATORY	6 character, unique, letters/numbers	
Submission date	MANDATORY	yyyy/mm/dd	
Company category	MANDATORY	160	1.PLC 2. Ltd by shares 3. Ltd by guarantee 4.Ltd by guarantee exempt under s60 5. Ltd by shares exempt under s60 6.Unlimited without shares 7.Unlimited with shares 8. LLP
Traded on regulated market marker	OPTIONAL		True or False
Made up date	MANDATORY		Format as yyyy-mm-dd
SIC Code Number	OPTIONAL	4	Max 4 codes
SIC Code text	MANDATORY	120	Max 1
Registered office			
Registered office address premise	MANDATORY	50	
Registered office address PO Box	OPTIONAL	10	
Registered office address street	OPTIONAL	50	
Registered office address thoroughfare	OPTIONAL	50	
Registered office address postown	MANDATORY	50	
Registered office address county	OPTIONAL	50	
Registered office address Country Values:	MANDATORY	50	Could be GB-ENG GB-WLS, GB-SCT GB-NIR GBR UNDEF
Data Item	Mandatory /Optional	Max character length	Comments
Registered office address Country Values:	MANDATORY	50	Could be GB-ENG GB-WLS, GB-SCT GB-NIR GBR UNDEF

Postcode	OPTIONAL	15	
Care of name	OPTIONAL	100	
Sail Address	OPTIONAL		
Sail address premise	MANDATORY	50	
Sail address PO Box	OPTIONAL	10	
Sail address street	OPTIONAL	50	
Sail address thoroughfare	OPTIONAL	50	
Sail address post town	MANDATORY	50	
Sail address county	OPTIONAL	50	
Sail address country	MANDATORY	50	Could be GB-ENG GB-WLS, GB-SCT GB-NIR GBR UNDEF
Sail address post code	OPTIONAL	15	
Sail address care of name	OPTIONAL	100	
Sail; registers list	OPTIONAL	Max 12 entries	Could be MEMBER DIR DIRCONTRACT DIRINDEM SEC RESMEET DEB CHARGEWNI CHARGESC OWNSHRPURCH OWNSHRCAP INVEST INTEREST LLPMEMBERS
Officers			
Individual director			
Title	OPTIONAL	50	
Forename	OPTIONAL	50	
Other Forename	OPTIONAL		
Surname	MANDATORY	160	
Service address	MANDATORY		
CHOOSE BETWEEN			Same as registered office OR
Data Item	Mandatory /Optional	Max length character	Comments
Care of name	OPTIONAL	100	
Premise	MANDATORY	50	
Street	OPTIONAL	50	
Thoroughfare	OPTIONAL	50	
Post town	MANDATORY	50	
County	OPTIONAL	50	
Country	MANDATORY	50	USA IRL DEU FRA ITA ESP PRT NLD POL

			BEL NOR SWE DNK AUS NZL CAN ZAF AUT HRV CYP CZE EST GRC HUN GRC LTU GBR GB-ENG GB-WLS GB-SCT GB-NIR
Post code	OPTIONAL	15	
Po Box	OPTIONAL	10	
Date of birth	MANDATORY		Format as yyyy-mm-dd
Nationality	MANDATORY	50	
Occupation	MANDATORY	50	
Country of residence	MANDATORY	50	
Previous names	OPTIONAL		
Previous names forenames	OPTIONAL	50	
Previous names surname	MANDATORY	160	
Corporate director	MANDATORY		
Corporate name	MANDATORY	160	
Care of name	OPTIONAL	100	
Premise	MANDATORY	50	
Street	OPTIONAL	50	
Thoroughfare	OPTIONAL	50	
Post Town	MANDATORY	50	
County	OPTIONAL	50	
Individual Secretary			
Title	OPTIONAL	50	
Forename	OPTIONAL	50	
Other forename	OPTIONAL	50	
Surname	MANDATORY	160	
Service address	MANDATORY		
Data Item	Mandatory /Optional	Max character length	Comments
CHOOSE BETWEEN			Same as registered office OR
Care of name	OPTIONAL	100	
Premise	MANDATORY	50	
Street	OPTIONAL	50	
Thoroughfare	OPTIONAL	50	
Post town	MANDATORY	50	
County	OPTIONAL	50	
Country	MANDATORY	50	Could be USA IRL DEU FRA ITA ESP PRT NLD POL BEL NOR SWE DNK AUS NZL CAN ZAF

			AUT HRV CYP CZE EST GRC HUN GRC LTU GBR GB-ENG GB- WLS GB-SCT GB- NIR
Post code	OPTIONAL	15	
Po Box	OPTIONAL	10	
Previous names	OPTIONAL		
Previous names forenames	OPTIONAL	50	
Previous names surname	MANDATORY	160	
Corporate secretary	MANDATORY		
Corporate name	MANDATORY	160	
Care of name	OPTIONAL	100	
Premise	MANDATORY	50	
Street	OPTIONAL	50	
Thoroughfare	OPTIONAL	50	
Post Town	MANDATORY	50	
County	OPTIONAL	50	
MEMBER	MANDATORY		
CHOOSE BETWEEN			
DesignatedInd			True/False
Person	MANDATORY		
Title	OPTIONAL	maxlength:50	
Forename	OPTIONAL	maxlength:50	
Data Item	Mandatory /Optional	Max character length	Comments
Surname	MANDATORY	maxlength:160	
Residential Address	MANDATORY		
CHOOSE BETWEEN			
Same As Service Address	MANDATORY		Values: true
OR - Address MANDATORY			
Care of Name	OPTIONAL	maxlength:100	
Premise	MANDATORY	maxlength:50	
Street	OPTIONAL	maxlength:50	
Thoroughfare	OPTIONAL	maxlength:50	
Post Town	MANDATORY	maxlength:50	
County	OPTIONAL	maxlength:50	
CHOOSE BETWEEN			
Country	MANDATORY		Values: USA IRL DEU FRA ITA ESP PRT NLD POL BEL NOR

			SWE DNK AUS NZL CAN ZAF AUT HRV CYP CZE EST GRC HUN GRC LTU GBR GB-ENG GB- WLS GB-SCT GB- NIR
OR			
Other Foreign Country	MANDATORY	maxlength:50	
Postcode	OPTIONAL	maxlength:15	
Secure Address Ind	OPTIONAL		
Service Address	MANDATORY		
Data Item	Mandatory /Optional	Max character length	Comments
CHOOSE BETWEEN			
Same As Registered Office	MANDATORY		Values: true
OR			
Address	MANDATORY		
Care of Name	OPTIONAL	maxlength:100	
Premise	MANDATORY	maxlength:50	
Street	OPTIONAL	maxlength:50	
Thoroughfare	OPTIONAL	maxlength:50	
Post Town	MANDATORY	maxlength:50	
County	OPTIONAL	maxlength:50	
CHOOSE BETWEEN			
Country	MANDATORY		Values: USA IRL DEU FRA ITA ESP PRT NLD POL BEL NOR SWE DNK AUS NZL CAN ZAF AUT HRV CYP CZE EST GRC HUN GRC LTU GBR GB-ENG GB- WLS GB-SCT GB- NIR
OR			
Other Foreign Country	MANDATORY	maxlength:50	
Postcode	OPTIONAL	maxlength:15	
PoBox	OPTIONAL	maxlength:10	
DOB	MANDATORY		
Nationality	MANDATORY	maxlength:50	
Occupation	MANDATORY	maxlength:50	
Data Item	Mandatory /Optional	Max character length	Comments

Country of Residence	MANDATORY	maxlength:50	
Previous Names	OPTIONAL		
Forename	OPTIONAL	maxlength:50	
Surname	MANDATORY	maxlength:160	
OR			
Other Foreign Country	MANDATORY	maxlength:50	
Postcode	OPTIONAL	maxlength:15	
Po Box	OPTIONAL	maxlength:10	
Company Identification	MANDATORY		
CHOOSE BETWEEN			
Non EEA	MANDATORY		
Place Registered	OPTIONAL	maxlength:50	
Registration Number	OPTIONAL	maxlength:20	
Governing Law	MANDATORY	maxlength:50	
Legal Form	MANDATORY	maxlength:50	
OR			
EEA	MANDATORY		
Place Registered	MANDATORY	maxlength:50	
Registration Number	MANDATORY	maxlength:20	
Statement of Capital	MANDATORY		
Shares	MANDATORY		
Share Class	MANDATORY		
Data Item	Mandatory /Optional	Max character length	Comments
Num Shares	MANDATORY		
Amount Paid Due Per Share	MANDATORY		
Amount Unpaid Per Share	MANDATORY		
Share Currency	MANDATORY		Values: AED AFN ALL AMD ANG AOA ARS AUD AWG AZN BAM BBD BDT BGN BHD BIF BMD BND BOB BRL BSD BTN BWP BYR BZD CAD CDF CHF CLP CNY COP CRC CUP CVE CYP CZK DJF DKK DOP DZD EEK EGP ERN ETB EUR FJD FKP GBP GEL GGP

			GHS	GIP	GMD
			GNF	GTQ	GYD
			HKD	HNL	HRK
			HTG	HUF	IDR
			ILS	IMP	INR
			IRR	ISK	JEP
			JOD	JPY	KES
			KGS	KHR	KMF
			KPW	KRW	KWD
			KYD	KZT	LAK
			LBP	LKR	LRD
			LSL	LTL	LVL
			LYD	MAD	MDL
			MGA	MKD	MMK
			MNT	MOP	MRO
			MTL	MUR	MVR
			MWK	MXN	MYR
			MZN	NAD	NGN
			NIO	NOK	NPR
			NZD	OMR	PAB
			PEN	PGK	PHP
			PKR	PLN	PYG
			QAR	RON	RSD
			RUB	RWF	SAR
			SBD	SCR	SDG
			SEK	SGD	SHP
			SKK	SLL	SOS
			SPL	SRD	STD
			SVC	SYP	SZL
			THB	TJS	TMM
			TND	TOP	TRY
			TTD	TVD	TWD
			TZS	UAH	UGX
			USD	UYU	UZS
			VEB	VEF	VND
			VUV	WST	XAF
			XAG	XAU	XCD
			XDR	XOF	XPD
			XPF	XPT	YER
			ZAR	ZMK	ZWD
Share Value	MANDATORY				
Type of Members List	MANDATORY				NONE, FULL, NO CHANGE, FULL PLC
Shareholdings					
Share class	MANDATORY				
Number held	MANDATORY				
Transfers	OPTIONAL			Max 200	
Date of transfer	OPTIONAL				
Number shares transferred	OPTIONAL				
Shareholders					Max occurs 5000
Forename		160			
surname		160			
Amalgamated		160			

name			
Address	OPTIONAL		
Subsidiary and Associated Undertakings	OPTIONAL		
Sub company name			
Sub company number			
Share description			
Other details			

**SCHEMA CONVERSION FOR ANNUAL RETURN WITH A MADE UP
DATE OF 1 OCTOBER 2011 OR LATER**

Data Item	Mandatory /Optional	Max character length	Comments
Company name	MANDATORY	160	
Company number	MANDATORY	8 characters only	
Company authentication code	MANDATORY	6 characters, letters and numbers	
Submission number	MANDATORY	6 character, unique, letters/numbers	
Submission date	MANDATORY	yyyy/mm/dd	
Company category	MANDATORY	160	1.PLC 2. Ltd by shares 3. Ltd by guarantee 4.Ltd by guarantee exempt under s60 5. Ltd by shares exempt under s60 6.Unlimited without shares 7.Unlimited with shares 8. LLP
Traded on regulated market marker	OPTIONAL		True or False
Made up date	MANDATORY		Format as yyyy-mm-dd
SIC Code Number	OPTIONAL	5	Max 5 codes
Registered office			
Registered office address premise	MANDATORY	50	
Registered office address PO Box	OPTIONAL	10	
Registered office address street	OPTIONAL	50	
Registered office address thoroughfare	OPTIONAL	50	
Registered office address posttown	MANDATORY	50	
Registered office address county	OPTIONAL	50	
Registered office address Country Values:	MANDATORY	50	Could be GB-ENG GB-WLS, GB-SCT GB-NIR GBR UNDEF
Data Item	Mandatory /Optional	Max character length	Comments
Registered office address Country Values:	MANDATORY	50	Could be GB-ENG GB-WLS, GB-SCT GB-NIR GBR UNDEF
Postcode	OPTIONAL	15	
Care of name	OPTIONAL	100	
Sail Address	OPTIONAL		
Sail address premise	MANDATORY	50	
Sail address PO Box	OPTIONAL	10	
Sail address street	OPTIONAL	50	

Sail address thoroughfare	OPTIONAL	50	
Sail address post town	MANDATORY	50	
Sail address county	OPTIONAL	50	
Sail address country	MANDATORY	50	Could be GB-ENG GB-WLS, GB-SCT GB-NIR GBR UNDEF
Sail address post code	OPTIONAL	15	
Sail address care of name	OPTIONAL	100	
Sail; registers list	OPTIONAL	Max 12 entries	Could be MEMBER DIR DIRCONTRACT DIRINDEM SEC RESMEET DEB CHARGEENWI CHARGESC OWNSHRPURCH OWNSHRCAP INVEST INTEREST LLPMEMBERS
Officers			
Individual director			
Title	OPTIONAL	50	
Forename	OPTIONAL	50	
Other Forename	OPTIONAL		
Surname	MANDATORY	160	
Service address	MANDATORY		
CHOOSE BETWEEN			Same as registered office OR
Data Item	Mandatory /Optional	Max character length	Comments
Care of name	OPTIONAL	100	
Premise	MANDATORY	50	
Street	OPTIONAL	50	
Thoroughfare	OPTIONAL	50	
Post town	MANDATORY	50	
County	OPTIONAL	50	
Country	MANDATORY	50	USA IRL DEU FRA ITA ESP PRT NLD POL BEL NOR SWE DNK AUS NZL CAN ZAF AUT HRV CYP CZE EST GRC HUN GRC LTU GBR GB-ENG GB-WLS GB-SCT GB-NIR
Post code	OPTIONAL	15	
Po Box	OPTIONAL	10	
Date of birth	MANDATORY		Format as yyyy-mm-dd
Nationality	MANDATORY	50	
Occupation	MANDATORY	50	
Country of residence	MANDATORY	50	
Previous names	OPTIONAL		
Previous names forenames	OPTIONAL	50	
Previous names surname	MANDATORY	160	
Corporate director	MANDATORY		

Corporate name	MANDATORY	160	
Care of name	OPTIONAL	100	
Premise	MANDATORY	50	
Street	OPTIONAL	50	
Thoroughfare	OPTIONAL	50	
Post Town	MANDATORY	50	
County	OPTIONAL	50	
Individual Secretary			
Title	OPTIONAL	50	
Forename	OPTIONAL	50	
Other forename	OPTIONAL	50	
Surname	MANDATORY	160	
Service address	MANDATORY		
Data Item	Mandatory /Optional	Max character length	Comments
CHOOSE BETWEEN			Same as registered office OR
Care of name	OPTIONAL	100	
Premise	MANDATORY	50	
Street	OPTIONAL	50	
Thoroughfare	OPTIONAL	50	
Post town	MANDATORY	50	
County	OPTIONAL	50	
Country	MANDATORY	50	Could be USA IRL DEU FRA ITA ESP PRT NLD POL BEL NOR SWE DNK AUS NZL CAN ZAF AUT HRV CYP CZE EST GRC HUN GRC LTU GBR GB-ENG GB-WLS GB-SCT GB-NIR
Post code	OPTIONAL	15	
Po Box	OPTIONAL	10	
Previous names	OPTIONAL		
Previous names forenames	OPTIONAL	50	
Previous names surname	MANDATORY	160	
Corporate secretary	MANDATORY		
Corporate name	MANDATORY	160	
Care of name	OPTIONAL	100	
Premise	MANDATORY	50	
Street	OPTIONAL	50	
Thoroughfare	OPTIONAL	50	
Post Town	MANDATORY	50	
County	OPTIONAL	50	
MEMBER	MANDATORY		
CHOOSE BETWEEN			
DesignatedInd			True/False
Person	MANDATORY		
Title	OPTIONAL	maxlength:50	
Forename	OPTIONAL	maxlength:50	
Data Item	Mandatory /Optional	Max character length	Comments

Surname	MANDATORY	maxlength:160	
Residential Address	MANDATORY		
CHOOSE BETWEEN			
Same As Service Address	MANDATORY		Values: true
OR Address	MANDATORY		
Care of Name	OPTIONAL	maxlength:100	
Premise	MANDATORY	maxlength:50	
Street	OPTIONAL	maxlength:50	
Thoroughfare	OPTIONAL	maxlength:50	
Post Town	MANDATORY	maxlength:50	
County	OPTIONAL	maxlength:50	
CHOOSE BETWEEN			
Country	MANDATORY		Values: USA IRL DEU FRA ITA ESP PRT NLD POL BEL NOR SWE DNK AUS NZL CAN ZAF AUT HRV CYP CZE EST GRC HUN GRC LTU GBR GB-ENG GB-WLS GB- SCT GB-NIR
OR			
Other Foreign Country	MANDATORY	maxlength:50	
Postcode	OPTIONAL	maxlength:15	
Secure Address Ind	OPTIONAL		
Service Address	MANDATORY		
Data Item	Mandatory /Optional	Max character length	Comments
CHOOSE BETWEEN			
Same As Registered Office	MANDATORY		Values: true
OR			
Address	MANDATORY		
Care of Name	OPTIONAL	maxlength:100	
Premise	MANDATORY	maxlength:50	
Street	OPTIONAL	maxlength:50	
Thoroughfare	OPTIONAL	maxlength:50	
Post Town	MANDATORY	maxlength:50	
County	OPTIONAL	maxlength:50	
CHOOSE BETWEEN			
Country	MANDATORY		Values: USA IRL DEU FRA ITA ESP PRT NLD POL BEL NOR SWE DNK AUS NZL CAN ZAF AUT HRV CYP CZE EST GRC HUN GRC LTU GBR GB-ENG GB-WLS GB- SCT GB-NIR
OR			
Other Foreign Country	MANDATORY	maxlength:50	
Postcode	OPTIONAL	maxlength:15	
PoBox	OPTIONAL	maxlength:10	
DOB	MANDATORY		

Nationality	MANDATORY	maxlength:50	
Occupation	MANDATORY	maxlength:50	
Data Item	Mandatory /Optional	Max character length	Comments
Country Of Residence	MANDATORY	maxlength:50	
Previous Names	OPTIONAL		
Forename	OPTIONAL	maxlength:50	
Surname	MANDATORY	maxlength:160	
OR			
Other Foreign Country	MANDATORY	maxlength:50	
Postcode	OPTIONAL	maxlength:15	
Po Box	OPTIONAL	maxlength:10	
Company Identification	MANDATORY		
CHOOSE BETWEEN			
Non EEA	MANDATORY		
Place Registered	OPTIONAL	maxlength:50	
Registration Number	OPTIONAL	maxlength:20	
Governing Law	MANDATORY	maxlength:50	
Legal Form	MANDATORY	maxlength:50	
OR			
EEA	MANDATORY		
Place Registered	MANDATORY	maxlength:50	
Registration Number	MANDATORY	maxlength:20	
Statement of Capital	MANDATORY		
Shares	MANDATORY		
Share Class	MANDATORY		
Data Item	Mandatory /Optional	Max character length	Comments
Num Shares	MANDATORY		
Amount Paid Due Per Share	MANDATORY		
Amount Unpaid Per Share	MANDATORY		
Share Currency	MANDATORY		Values: AED AFN ALL AMD ANG AOA ARS AUD AWG AZN BAM BBD BDT BGN BHD BIF BMD BND BOB BRL BSD BTN BWP BYR BZD CAD CDF CHF CLP CNY COP CRC CUP CVE CYP CZK DJF DKK DOP DZD EEK EGP ERN ETB EUR FJD FKP GBP GEL GGP GHS GIP GMD GNF GTQ GYD HKD HNL HRK HTG HUF IDR ILS IMP INR IQD IRR ISK JEP JMD JOD JPY KES KGS KHR KMF KPW KRW KWD KYD KZT LAK LBP LKR LRD LSL LTL LVL LYD

			MAD	MDL	MGA	MKD
			MMK	MNT	MOP	MRO
			MTL	MUR	MVR	MWK
			MXN	MYR	MZN	NAD
			NGN	NIO	NOK	NPR
			NZD	OMR	PAB	PEN
			PGK	PHP	PKR	PLN
			PYG	QAR	RON	RSD
			RUB	RWF	SAR	SBD
			SCR	SDG	SEK	SGD
			SHP	SKK	SLL	SOS
			SPL	SRD	STD	SVC
			SYP	SZL	THB	TJS
			TMM	TND	TOP	TRY
			TTD	TVD	TWD	TZS
			UAH	UGX	USD	UYU
			UZS	VEB	VEF	VND
			VUV	WST	XAF	XAG
			XAU	XCD	XDR	XOF
			XPD	XPF	XPT	YER
			ZAR	ZMK	ZWD	
Share Value	MANDATORY					
Type of Members List	MANDATORY					NONE, FULL, NO CHANGE, FULL PLC
Shareholdings						
Share class	MANDATORY					
Number held	MANDATORY					
Transfers	OPTIONAL					Max 200
Date of transfer	OPTIONAL					
Number shares transferred	OPTIONAL					
Shareholders						Max occurs 5000
Forename		160				
Surname		160				
Amalgamated name		160				
Address	OPTIONAL					
Subsidiary and Associated Undertakings	OPTIONAL					
Sub company name						
Sub company number						
Share description						
Other details						

SCHEMA CONVERSION FOR CHANGE OF COMPANY REGISTERS

Data Item	Mandatory /Optional	Max character length	Notes
Company name	MANDATORY	160	
Company number	MANDATORY	8 characters only	
Company authentication code	MANDATORY	6 characters, letters and numbers	
Submission number	MANDATORY	6 character, unique, letters/numbers	
Record Change Of Location	MANDATORY		
Record Move	MANDATORY	Max Count:2	
Destination	MANDATORY		Values: SAIL RO
Record Type	MANDATORY	Max Count:12	Values: MEMBER, DIR, DIRCONTRACT, DIRINDEM, SEC, RESMEET, DEB, CHARGEWNI, CHARGESC, OWNSHRPURCH, OWNSHRCAP, INVEST, INTEREST , LLP MEMBERS
Destination	MANDATORY		Values: SAIL RO

SCHEMA CONVERSION FOR CHANGE OF ACCOUNTING REFERENCE DATE

Data Item	Mandatory /Optional	Max character length	Notes
Company name	MANDATORY	160	
Company number	MANDATORY	8 characters only	
Company authentication code	MANDATORY	6 characters, letters and numbers	
Submission number	MANDATORY	6 character, unique, letters/numbers	
Change Accounting Reference Date	MANDATORY		
Account Ref Date	MANDATORY		
Change To Period	MANDATORY		Values: SHORT EXTEND
Amended Account Ref Date	MANDATORY		
Five Year Extension Details	OPTIONAL		
Extension Reason	MANDATORY		Values: ADMIN STATE EEAPAR
Extension Authorised Code	OPTIONAL	maxlength:4	

SCHEMA CONVERSION FOR CHANGE OF REGISTERED OFFICE ADDRESS

Data Item	Mandatory /Optional	Max character length	Notes
Company name	MANDATORY	160	
Company number	MANDATORY	8 characters only	
Company authentication code	MANDATORY	6 characters, letters and numbers	
Submission number	MANDATORY	6 character, unique, letters/numbers	
Change Registered Office Address	MANDATORY		
Premise	MANDATORY	maxlength:50	
Po Box	OPTIONAL	maxlength:10	
Street	OPTIONAL	maxlength:50	
Thoroughfare	OPTIONAL	maxlength:50	
Post Town	MANDATORY	maxlength:50	
County	OPTIONAL	maxlength:50	
Country	MANDATORY		Values: GB-ENG GB-WLS GB-SCT GB-NIR GBR UNDEF
Postcode	OPTIONAL	maxlength:15	
Care of Name	OPTIONAL	maxlength:100	

SCHEMA CONVERSION FOR INCORPORATION

Data Item	Mandatory /Optional	Max character length	Notes
Proposed company name	MANDATORY	160	
Submission number	MANDATORY	6 character – letters/numbers	Internal reference number
Date of submission	MANDATORY	Yyyy/mm/dd	Internal reference
Company Type	MANDATORY		Values: PLC BYSHR BYGUAR BYGUAREXEMPT LLP LLPDES
Country Of Incorporation	MANDATORY	maxlength:2	Values: EW SC WA NI
Registered Office Address	MANDATORY		
Premise	MANDATORY	maxlength:50	
Po Box	OPTIONAL	maxlength:10	
Street	OPTIONAL	maxlength:50	
Thoroughfare	OPTIONAL	maxlength:50	
Post Town	MANDATORY	maxlength:50	
County	OPTIONAL	maxlength:50	
Country	MANDATORY		Values: GB-ENG GB-WLS GB-SCT GB-NIR GBR UNDEF
Postcode	OPTIONAL	maxlength:15	
Care of Name	OPTIONAL	maxlength:100	
Articles	MANDATORY		Values: BYSHRMODEL BYGUARMODEL PLCMODEL BYSHAREAMEND BYGUARAMEND PLCAMEND BESPOKE
Restricted Articles	OPTIONAL		
Appointment	MANDATORY		
Authentication	MANDATORY	Max Count:3 items	
Personal Attributes	MANDATORY		Values: BIRTOWN TEL NATINS PASSNO MUM EYE DAD
Personal Data	MANDATORY	maxlength:3	
CHOOSE BETWEEN			
Director	MANDATORY		
CHOOSE BETWEEN PERSON/CORPORATE			
PERSON	MANDATORY		
Title	OPTIONAL	maxlength:50	
Forename	OPTIONAL	maxlength:50	

Surname	MANDATORY	maxlength:160	
Residential Address	MANDATORY		
CHOOSE BETWEEN			
As Same as Service Address OR	MANDATORY		Values: true
Address	MANDATORY		
Care of Name	OPTIONAL	maxlength:100	
Premise	MANDATORY	maxlength:50	
Street	OPTIONAL	maxlength:50	
Thoroughfare	OPTIONAL	maxlength:50	
Post Town	MANDATORY	maxlength:50	
County	OPTIONAL	maxlength:50	
CHOOSE BETWEEN			
Country OR	MANDATORY		Values: USA IRL DEU FRA ITA ESP PRT NLD POL BEL NOR SWE DNK AUS NZL CAN ZAF AUT HRV CYP CZE EST GRC HUN GRC LTU GBR GB-ENG GB-WLS GB-SCT GB-NIR
Other foreign country	MANDATORY	maxlength:50	
Postcode	OPTIONAL	maxlength:15	
Service Address	MANDATORY		
CHOOSE BETWEEN			
Same As Registered Office OR	MANDATORY		Values: true
Address	MANDATORY		
Care of Name	OPTIONAL	maxlength:100	
Premise	MANDATORY	maxlength:50	
Street	OPTIONAL	maxlength:50	
Thoroughfare	OPTIONAL	maxlength:50	
Post Town	MANDATORY	maxlength:50	
County	OPTIONAL	maxlength:50	
CHOOSE BETWEEN			
Country OR	MANDATORY		Values: USA IRL DEU FRA ITA ESP PRT NLD POL BEL NOR SWE DNK AUS NZL CAN ZAF AUT HRV CYP CZE EST GRC HUN GRC LTU GBR GB-ENG GB- WLS GB-SCT GB- NIR
Other Foreign Country	MANDATORY	maxlength:50	
Post code	OPTIONAL	maxlength:15	
Po Box	OPTIONAL	maxlength:10	

DOB	MANDATORY		Format yyyy/mm/dd
Nationality	MANDATORY	maxlength:50	
Occupation	MANDATORY	maxlength:50	
Country Of Residence	MANDATORY	maxlength:50	
Previous Names	OPTIONAL		
Forename	OPTIONAL	maxlength:50	
Surname	MANDATORY	maxlength:160	
CORPORATE DIRECTOR	MANDATORY		
Forename	MANDATORY	maxlength:50	Person acting for corporate
Surname	MANDATORY	maxlength:160	As above
Corporate Name	MANDATORY	maxlength:160	
Address	MANDATORY		
Care of Name	OPTIONAL	maxlength:100	
Premise	MANDATORY	maxlength:50	
Street	OPTIONAL	maxlength:50	
Thoroughfare	OPTIONAL	maxlength:50	
Post Town	MANDATORY	maxlength:50	
County	OPTIONAL	maxlength:50	
CHOOSE BETWEEN			
Country OR	MANDATORY		Values: USA IRL DEU FRA ITA ESP PRT NLD POL BEL NOR SWE DNK AUS NZL CAN ZAF AUT HRV CYP CZE EST GRC HUN GRC LTU GBR GB-ENG GB- WLS GB-SCT GB- NIR
Other Foreign Country	MANDATORY	maxlength:50	
Postcode	OPTIONAL	maxlength:15	
Po Box	OPTIONAL	maxlength:10	
Company Identification	MANDATORY		
CHOOSE BETWEEN			
Non EEA	MANDATORY		
Place Registered	OPTIONAL	maxlength:50	
Registration Number	OPTIONAL	maxlength:20	
Governing Law	MANDATORY	maxlength:50	
Legal Form	MANDATORY	maxlength:50	
OR EEA MANDATORY			
Place Registered	MANDATORY	maxlength:50	
Registration Number	MANDATORY	maxlength:20	
SECRETARY - CHOOSE BETWEEN	MANDATORY		
PERSON	MANDATORY		
Title	OPTIONAL	maxlength:50	
Forename	OPTIONAL	maxlength:50	
Surname	MANDATORY	maxlength:160	
Address Choose Between	MANDATORY		
Same As Registered Office OR	MANDATORY		Values: true

Address	MANDATORY		
Care of Name	OPTIONAL	maxlength:100	
Premise	MANDATORY	maxlength:50	
Street	OPTIONAL	maxlength:50	
Thoroughfare	OPTIONAL	maxlength:50	
Post Town	MANDATORY	maxlength:50	
County	OPTIONAL	maxlength:50	
CHOOSE BETWEEN			
Country OR	MANDATORY		Values: USA IRL DEU FRA ITA ESP PRT NLD POL BEL NOR SWE DNK AUS NZL CAN ZAF AUT HRV CYP CZE EST GRC HUN GRC LTU GBR GB-ENG GB-WLS GB-SCT GB-NIR
Other foreign county	MANDATORY	maxlength:50	
Postcode	OPTIONAL	maxlength:15	
Po Box	OPTIONAL	maxlength:10	
Previous Names	OPTIONAL		
Forename	OPTIONAL	Maxlength:50	
Surname	MANDATORY	maxlength:160	
OR CORPORATE SECRETARY	MANDATORY		
Forename	MANDATORY	maxlength:50	Person acting for corporate director
Surname	MANDATORY	maxlength:160	As above
Corporate Name	MANDATORY	maxlength:160	
Address	MANDATORY		
Care of Name	OPTIONAL	maxlength:100	
Premise	MANDATORY	maxlength:50	
Street	OPTIONAL	maxlength:50	
Thoroughfare	OPTIONAL	maxlength:50	
Post Town	MANDATORY	maxlength:50	
County	OPTIONAL	maxlength:50	
CHOOSE BETWEEN			
Country OR	MANDATORY		Values: USA IRL DEU FRA ITA ESP PRT NLD POL BEL NOR SWE DNK AUS NZL CAN ZAF AUT HRV CYP CZE EST GRC HUN GRC LTU GBR GB-ENG GB-WLS GB-SCT GB-NIR
Other foreign county	MANDATORY	maxlength:50	
Postcode	OPTIONAL	maxlength:15	

Po Box	OPTIONAL	maxlength:10	
Company Identification - CHOOSE BETWEEN	MANDATORY		
Non EEA	MANDATORY		
Place Registered	OPTIONAL	maxlength:50	
Registration Number	OPTIONAL	maxlength:20	
Governing Law	MANDATORY	maxlength:50	
Legal Form	MANDATORY	maxlength:50	
OR			
EEA	MANDATORY		
Place Registered	MANDATORY	maxlength:50	
Registration Number	MANDATORY	maxlength:20	
Statement Of Capital	OPTIONAL		
Capital	MANDATORY		
Total Number Of Issued Shares	MANDATORY		
Share Currency	MANDATORY		
Total Aggregate Nominal Value	MANDATORY		
Shares	MANDATORY		
Share Class	MANDATORY		
Prescribed Particulars	MANDATORY		
Number of Shares	MANDATORY		
Amount Paid Due Per Share	MANDATORY		
Amount Unpaid Per Share	MANDATORY		
Aggregate Nominal Value	MANDATORY		
MEMBER	MANDATORY		
DesignatedInd	MANDATORY		True/False
CHOOSE BETWEEN PERSON/CORPORATE			
PERSON	MANDATORY		
Title	OPTIONAL	maxlength:50	
Forename	OPTIONAL	maxlength:50	
Surname	MANDATORY	maxlength:160	
Residential Address	MANDATORY		
CHOOSE BETWEEN			
As Same as Service Address OR	MANDATORY		Values: true
Address	MANDATORY		
Care of Name	OPTIONAL	maxlength:100	
Premise	MANDATORY	maxlength:50	
Street	OPTIONAL	maxlength:50	
Thoroughfare	OPTIONAL	maxlength:50	
Post Town	MANDATORY	maxlength:50	
County	OPTIONAL	maxlength:50	
CHOOSE BETWEEN			
Country OR	MANDATORY		Values: USA IRL DEU FRA ITA ESP PRT NLD POL BEL NOR SWE DNK AUS NZL CAN ZAF AUT HRV CYP CZE EST GRC HUN GRC LTU GBR GB-ENG

			GB-WLS	GB-SCT	GB-NIR
Other foreign country	MANDATORY	Maxlength:50			
Postcode	OPTIONAL	maxlength:15			
Service Address	MANDATORY	Maxlength:50			
CHOOSE BETWEEN					
Same As Registered Office OR	MANDATORY		Values: true		
Address	MANDATORY				
Care of Name	OPTIONAL	maxlength:100			
Premise	MANDATORY	Maxlength:50			
Street	OPTIONAL	maxlength:50			
Thoroughfare	OPTIONAL	maxlength:50			
Post Town	MANDATORY	maxlength:50			
County	OPTIONAL	maxlength:50			
CHOOSE BETWEEN					
Country OR	MANDATORY		Values: USA DEU ESP POL SWE NZL AUT CZE HUN GBR WLS	IRL FRA PRT BEL DNK CAN HRV EST GRC GB-ENG GB-SCT	AUS ZAF CYP GRC LTU GB- NIR
Other Foreign Country	MANDATORY	maxlength:50			
Post code	OPTIONAL	maxlength:15			
Po Box	OPTIONAL	maxlength:10			
DOB	MANDATORY		Format yyyy/mm/dd		
Country Of Residence	MANDATORY	maxlength:50			
Previous Names	OPTIONAL				
Forename	OPTIONAL	maxlength:50			
Surname	MANDATORY	maxlength:160			
CORPORATE MEMBER	MANDATORY				
Forename	MANDATORY	maxlength:50	Person acting for corporate		
Surname	MANDATORY	maxlength:160	As above		
Corporate Name	MANDATORY	maxlength:160			
Address	MANDATORY				
Care of Name	OPTIONAL	maxlength:100			
Premise	MANDATORY	maxlength:50			
Street	OPTIONAL	maxlength:50			
Thoroughfare	OPTIONAL	maxlength:50			
Post Town	MANDATORY	maxlength:50			
County	OPTIONAL	maxlength:50			
CHOOSE BETWEEN					
Country OR	MANDATORY		Values: USA DEU ESP POL SWE	IRL FRA PRT BEL DNK	AUS ITA NLD NOR AUS

			NZL CAN ZAF AUT HRV CYP CZE EST GRC HUN GRC LTU GBR GB-ENG GB- WLS GB-SCT GB- NIR
Other Foreign Country	MANDATORY	maxlength:50	
Postcode	OPTIONAL	maxlength:15	
Po Box	OPTIONAL	maxlength:10	
Company Identification CHOOSE BETWEEN	MANDATORY		
Non EEA	MANDATORY		
Place Registered	OPTIONAL	maxlength:50	
Registration Number	OPTIONAL	maxlength:20	
Governing Law	MANDATORY	maxlength:50	
Legal Form	MANDATORY	maxlength:50	
OR EEA MANDATORY			
Place Registered	MANDATORY	maxlength:50	
Registration Number	MANDATORY	maxlength:20	
OR			
Person	MANDATORY		
Forename	OPTIONAL	maxlength:50	
Surname	MANDATORY	maxlength:160	
Address	MANDATORY		
Care of Name	OPTIONAL	maxlength:100	
Premise	MANDATORY	maxlength:50	
Street	OPTIONAL	maxlength:50	
Thoroughfare	OPTIONAL	maxlength:50	
Post Town	MANDATORY	maxlength:50	
County	OPTIONAL	maxlength:50	
CHOOSE BETWEEN			
Country	MANDATORY		Values: USA IRL DEU FRA ITA ESP PRT NLD POL BEL NOR SWE DNK AUS NZL CAN ZAF AUT HRV CYP CZE EST GRC HUN GRC LTU GBR GB-ENG GB- WLS GB-SCT GB- NIR
OR			
Other Foreign Country	MANDATORY	maxlength:50	
Postcode	OPTIONAL	maxlength:15	
Same Day	MANDATORY		
Same Name	OPTIONAL		
Name Authorisation	OPTIONAL		SUBSCRIBER AGENT MEMBER SOLICITOR

Reject Reference	OPTIONAL	maxlength:8	
Inc Designation	MANDATORY		Values: DIR SEC SOLICITOR
Supporting information	OPTIONAL	Printer Control Language	Letter justifying sensitive word or Government Dept name etc
Memorandum	MANDATORY	Printer Control Language	
Articles	MANDATORY	Printer Control Language	
DesignatedInd	MANDATORY		True/False

SCHEMA CONVERSION FOR RETURN OF ALLOTMENT OF SHARES

Data Item	Mandatory /Optional	Max character length	Notes
Company name	MANDATORY	160	
Company number	MANDATORY	8 characters only	
Company authentication code	MANDATORY	6 characters, letters and numbers	
Submission number	MANDATORY	6 character, unique, letters/numbers	
Submission date	MANDATORY	yyyy/mm/dd	
Return of Allotment Shares	MANDATORY		
Start Period Shares Allotted	MANDATORY	yyyy/mm/dd	
End Period Shares Allotted	OPTIONAL	yyyy/mm/dd	
Statement Of Capital	MANDATORY		
Total Number Of Issued Shares	MANDATORY		
Share Currency	MANDATORY		
Total Aggregate Nominal Value	MANDATORY		
Shares	MANDATORY		
Share Class	MANDATORY		
Prescribed Particulars	MANDATORY		
Num Shares	MANDATORY		
Amount Paid Due Per Share	MANDATORY		
Amount Unpaid Per Share	MANDATORY		
Aggregate Nominal Value	MANDATORY		
Allotment	MANDATORY		
Share Class	MANDATORY		
Num Shares	MANDATORY		
Amount Paid Due Per Share	MANDATORY		
Amount Unpaid Per Share	MANDATORY		

Share Currency MANDATORY			Values: AED AFN ALL AMD ANG AOA ARS AUD AWG AZN BAM BBD BDT BGN BHD BIF BMD BND BOB BRL BSD BTN BWP BYR BZD CAD CDF CHF CLP CNY COP CRC CUP CVE CYP CZK DJF DKK DOP DZD EEK EGP ERN ETB EUR FJD FKP GBP GEL GGP GHS GIP GMD GNF GTQ GYD HKD HNL HRK HTG HUF IDR ILS IMP INR IQD IRR ISK JEP JMD JOD JPY KES KGS KHR KMF KPW KRW KWD KYD KZT LAK LBP LKR LRD LSL LTL LVL LYD MAD MDL MGA MKD MMK MNT MOP MRO MTL MUR MVR MWK MXN MYR MZN NAD NGN NIO NOK NPR NZD OMR PAB PEN PGK PHP PKR PLN PYG QAR RON RSD RUB RWF SAR SBD SCR SDG SEK SGD SHP SKK SLL SOS SPL SRD STD SVC SYP SZL THB TJS TMM TND TOP TRY TTD TVD TWD TZS UAH UGX USD UYU UZS VEB VEF VND VUV WST XAF XAG XAU XCD XDR XOF XPD XPF XPT YER ZAR ZMK ZWD
Share Value	MANDATORY		
Consideration	OPTIONAL	maxlength:1000	

SCHEMA CONVERSION FOR APPOINTMENT OF OFFICER

Data Item	Mandatory /Optional	Max character length	Notes
Company name	MANDATORY	160	
Company number	MANDATORY	8 characters only	
Company authentication code	MANDATORY	6 characters, letters and numbers	
Submission number	MANDATORY	6 character, unique, letters/numbers	Internal reference number
Submission date	MANDATORY	yyyy/mm/dd	Internal reference
Officer Appointment			
Appointment Date	MANDATORY		
Authentication	MANDATORY	Max Count:3	
Personal Attribute	MANDATORY		Values: BIRTOWN TEL NATINS PASSNO MUM EYE DAD
Personal Data	MANDATORY	maxlength:3	
Director	MANDATORY		
CHOOSE BETWEEN			
Person	MANDATORY		
Title	OPTIONAL	maxlength:50	
Forename	OPTIONAL	maxlength:50	
Surname	MANDATORY	maxlength:160	
Residential Address	MANDATORY		
CHOOSE BETWEEN			
Same As Service Address	MANDATORY		Values: true
OR - Address MANDATORY			
Care of Name	OPTIONAL	maxlength:100	
Premise	MANDATORY	maxlength:50	
Street	OPTIONAL	maxlength:50	
Thoroughfare	OPTIONAL	maxlength:50	
Post Town	MANDATORY	maxlength:50	
County	OPTIONAL	maxlength:50	
CHOOSE BETWEEN			

Data Item	Mandatory /Optional	Max character length	Notes
Country	MANDATORY		Values: USA IRL DEU FRA ITA ESP PRT NLD POL BEL NOR SWE DNK AUS NZL CAN ZAF AUT HRV CYP CZE EST GRC HUN GRC LTU GBR GB-ENG GB-WLS GB-SCT GB-NIR
OR			
Other Foreign Country	MANDATORY	maxlength:50	
Postcode	OPTIONAL	maxlength:15	
Secure Address Ind	OPTIONAL		
Service Address	MANDATORY		
CHOOSE BETWEEN			
Same As Registered Office	MANDATORY		Values: true
OR			
Address	MANDATORY		
Care of Name	OPTIONAL	maxlength:100	
Premise	MANDATORY	maxlength:50	
Street	OPTIONAL	maxlength:50	
Thoroughfare	OPTIONAL	maxlength:50	
Post Town	MANDATORY	maxlength:50	
County	OPTIONAL	maxlength:50	
CHOOSE BETWEEN			
Country	MANDATORY		Values: USA IRL DEU FRA ITA ESP PRT NLD POL BEL NOR SWE DNK AUS NZL CAN ZAF AUT HRV CYP CZE EST GRC HUN GRC LTU GBR GB-ENG GB-WLS GB-SCT GB-NIR
OR			
Other Foreign Country	MANDATORY	maxlength:50	
Postcode	OPTIONAL	maxlength:15	
Po Box	OPTIONAL	maxlength:10	
DOB	MANDATORY		

Data Item	Mandatory /Optional	Max character length	Notes
Nationality	MANDATORY	maxlength:50	
Occupation	MANDATORY	maxlength:50	
Country Of Residence	MANDATORY	maxlength:50	
Previous Names	OPTIONAL		
Forename	OPTIONAL	maxlength:50	
Surname	MANDATORY	maxlength:160	
OR			
Corporate director	MANDATORY		
Forename	MANDATORY	maxlength:50	Person acting for corporate director
Surname	MANDATORY	maxlength:160	As above
Corporate Name	MANDATORY	maxlength:160	
Address	MANDATORY		
Care of Name	OPTIONAL	maxlength:100	
Premise	MANDATORY	maxlength:50	
Street	OPTIONAL	maxlength:50	
Thoroughfare	OPTIONAL	maxlength:50	
Post Town	MANDATORY	maxlength:50	
County	OPTIONAL	maxlength:50	
CHOOSE BETWEEN			
Country	MANDATORY		Values: USA IRL DEU FRA ITA ESP PRT NLD POL BEL NOR SWE DNK AUS NZL CAN ZAF AUT HRV CYP CZE EST GRC HUN GRC LTU GBR GB-ENG GB-WLS GB-SCT GB-NIR
OR			
Other Foreign Country	MANDATORY	maxlength:50	
Postcode	OPTIONAL	maxlength:15	
Po Box	OPTIONAL	maxlength:10	
Company Identification	MANDATORY		
CHOOSE BETWEEN			
Non EEA	MANDATORY		
Place Registered	OPTIONAL	maxlength:50	
Registration Number	OPTIONAL	maxlength:20	
Governing Law	MANDATORY	maxlength:50	
Legal Form	MANDATORY	maxlength:50	
OR			
EEA	MANDATORY		
Place Registered	MANDATORY	maxlength:50	
Registration Number	MANDATORY	maxlength:20	
Secretary	MANDATORY		

Data Item	Mandatory /Optional	Max character length	Notes
CHOOSE BETWEEN			
Person	MANDATORY		
Title	OPTIONAL	maxlength:50	
Forename	OPTIONAL	maxlength:50	
Surname	MANDATORY	maxlength:160	
Service Address	MANDATORY		
CHOOSE BETWEEN			
Same As Registered Office	MANDATORY	Values: true	
OR			
Address	MANDATORY		
Care of Name	OPTIONAL	maxlength:100	
Premise	MANDATORY	maxlength:50	
Street	OPTIONAL	maxlength:50	
Thoroughfare	OPTIONAL	maxlength:50	
Post Town	MANDATORY	maxlength:50	
County	OPTIONAL	maxlength:50	
CHOOSE BETWEEN			
Country	MANDATORY		Values: USA IRL DEU FRA ITA ESP PRT NLD POL BEL NOR SWE DNK AUS NZL CAN ZAF AUT HRV CYP CZE EST GRC HUN GRC LTU GBR GB-ENG GB-WLS GB-SCT GB-NIR
OR			
Other Foreign Country	MANDATORY	maxlength:50	
Postcode	OPTIONAL	maxlength:15	
Po Box	OPTIONAL	maxlength:10	
Previous Names	OPTIONAL		
Forename	OPTIONAL	maxlength:50	
Surname	MANDATORY	maxlength:160	
OR			
Corporate Secretary	MANDATORY		
Forename	MANDATORY	maxlength:50	Person acting for corporate director
Surname	MANDATORY	maxlength:160	As above
Corporate Name	MANDATORY	maxlength:160	
Address	MANDATORY		
Care of Name	OPTIONAL	maxlength:100	
Premise	MANDATORY	maxlength:50	
Street	OPTIONAL	maxlength:50	
Thoroughfare	OPTIONAL	maxlength:50	
Post Town	MANDATORY	maxlength:50	

Data Item	Mandatory /Optional	Max character length	Notes
County	OPTIONAL	maxlength:50	
CHOOSE BETWEEN			
Country	MANDATORY		Values: USA IRL DEU FRA ITA ESP PRT NLD POL BEL NOR SWE DNK AUS NZL CAN ZAF AUT HRV CYP CZE EST GRC HUN GRC LTU GBR GB-ENG GB-WLS GB-SCT GB-NIR
OR			
Other Foreign Country	MANDATORY	maxlength:50	
Postcode	OPTIONAL	maxlength:15	
Po Box	OPTIONAL	maxlength:10	
Company Identification	MANDATORY		
CHOOSE BETWEEN			
Non EEA	MANDATORY		
Place Registered	OPTIONAL	maxlength:50	
Registration Number	OPTIONAL	maxlength:20	
Governing Law	MANDATORY	maxlength:50	
Legal Form	MANDATORY	maxlength:50	
OR			
EEA	MANDATORY		
Place Registered	MANDATORY	maxlength:50	
Registration Number	MANDATORY	maxlength:20	
MEMBER	MANDATORY		
CHOOSE BETWEEN			
DesignatedInd			True/False
Person	MANDATORY		
Title	OPTIONAL	maxlength:50	
Forename	OPTIONAL	maxlength:50	
Surname	MANDATORY	maxlength:160	
Residential Address	MANDATORY		
CHOOSE BETWEEN			
Same As Service Address	MANDATORY		Values: true
OR - Address MANDATORY			
Care of Name	OPTIONAL	maxlength:100	
Premise	MANDATORY	maxlength:50	
Street	OPTIONAL	maxlength:50	
Thoroughfare	OPTIONAL	maxlength:50	
Post Town	MANDATORY	maxlength:50	
County	OPTIONAL	maxlength:50	
CHOOSE BETWEEN			
Country	MANDATORY		Values: USA

Data Item	Mandatory /Optional	Max character length	Notes
			IRL DEU FRA ITA ESP PRT NLD POL BEL NOR SWE DNK AUS NZL CAN ZAF AUT HRV CYP CZE EST GRC HUN GRC LTU GBR GB- ENG GB-WLS GB-SCT GB- NIR
OR			
Other Foreign Country	MANDATORY	maxlength:50	
Postcode	OPTIONAL	maxlength:15	
Secure Address Ind	OPTIONAL		
Service Address	MANDATORY		
CHOOSE BETWEEN			
Same As Registered Office	MANDATORY		Values: true
OR			
Address	MANDATORY		
Care of Name	OPTIONAL	maxlength:100	
Premise	MANDATORY	maxlength:50	
Street	OPTIONAL	maxlength:50	
Thoroughfare	OPTIONAL	maxlength:50	
Post Town	MANDATORY	maxlength:50	
County	OPTIONAL	maxlength:50	
CHOOSE BETWEEN			
Country	MANDATORY		Values: USA IRL DEU FRA ITA ESP PRT NLD POL BEL NOR SWE DNK AUS NZL CAN ZAF AUT HRV CYP CZE EST GRC HUN GRC LTU GBR GB- ENG GB-WLS GB-SCT GB- NIR
OR			
Other Foreign Country	MANDATORY	maxlength:50	
Postcode	OPTIONAL	maxlength:15	
Po Box	OPTIONAL	maxlength:10	
DOB	MANDATORY		
Nationality	MANDATORY	maxlength:50	

Data Item	Mandatory /Optional	Max character length	Notes
Occupation	MANDATORY	maxlength:50	
Country Of Residence	MANDATORY	maxlength:50	
Previous Names	OPTIONAL		
Forename	OPTIONAL	maxlength:50	
Surname	MANDATORY	maxlength:160	
OR			
Corporate Member	MANDATORY		
Forename	MANDATORY	maxlength:50	Person acting for corporate director
Surname	MANDATORY	maxlength:160	As above
Corporate Name	MANDATORY	maxlength:160	
Address	MANDATORY		
Care of Name	OPTIONAL	maxlength:100	
Premise	MANDATORY	maxlength:50	
Street	OPTIONAL	maxlength:50	
Thoroughfare	OPTIONAL	maxlength:50	
Post Town	MANDATORY	maxlength:50	
County	OPTIONAL	maxlength:50	
CHOOSE BETWEEN			
Country	MANDATORY		Values: USA IRL DEU FRA ITA ESP PRT NLD POL BEL NOR SWE DNK AUS NZL CAN ZAF AUT HRV CYP CZE EST GRC HUN GRC LTU GBR GB-ENG GB-WLS GB-SCT GB-NIR
OR			
Other Foreign Country	MANDATORY	maxlength:50	
Postcode	OPTIONAL	maxlength:15	
Po Box	OPTIONAL	maxlength:10	
Company Identification	MANDATORY		
CHOOSE BETWEEN			
Non EEA	MANDATORY		
Place Registered	OPTIONAL	maxlength:50	
Registration Number	OPTIONAL	maxlength:20	
Governing Law	MANDATORY	maxlength:50	
Legal Form	MANDATORY	maxlength:50	
OR			
EEA	MANDATORY		
Place Registered	MANDATORY	maxlength:50	
Registration Number	MANDATORY	maxlength:20	

SCHEMA CONVERSION FOR TERMINATION OF OFFICER

Data Item	Mandatory /Optional	Max character length	Notes
Company name	MANDATORY	160	
Company number	MANDATORY	8 characters only	
Company authentication code	MANDATORY	6 characters, letters and numbers	
Submission number	MANDATORY	6 character, unique, letters/numbers	
Officer Resignation	MANDATORY		
Resignation Date	MANDATORY		
CHOOSE BETWEEN			
Director	MANDATORY		
CHOOSE BETWEEN			
CorporateName	MANDATORY	maxlength:160	
OR			
Person	MANDATORY		
Title	OPTIONAL	maxlength:50	
Surname	MANDATORY	maxlength:160	
Forename	OPTIONAL	maxlength:50	
DOB	MANDATORY		
Secretary	MANDATORY		
CHOOSE BETWEEN			
CorporateName	MANDATORY	maxlength:160	
OR			
Person	MANDATORY		
Title	OPTIONAL	maxlength:50	
Surname	MANDATORY	maxlength:160	
Forename	OPTIONAL	maxlength:50	
Member	MANDATORY		
CHOOSE BETWEEN			
CorporateName	MANDATORY	maxlength:160	
OR			
Person	MANDATORY		
Title	OPTIONAL	maxlength:50	
Surname	MANDATORY	maxlength:160	
Forename	OPTIONAL	maxlength:50	
DOB	MANDATORY		

SCHEMA CONVERSION FOR CHANGE OF OFFICER PARTICULARS

Data Item	Mandatory /Optional	Max character length	Notes
Company name	MANDATORY	160	
Company number	MANDATORY	8 characters only	
Company authentication code	MANDATORY	6 characters, letters and numbers	
Submission number	MANDATORY	6 character, unique, letters/numbers	
Officer Change Details	MANDATORY		
Date Of Change	MANDATORY		
Director	MANDATORY		
CHOOSE BETWEEN			
Person	MANDATORY		
Title	OPTIONAL	maxlength:50	
Surname	MANDATORY	maxlength:160	
Forename	OPTIONAL	maxlength:50	
DOB	MANDATORY		
Change	OPTIONAL		
Name	OPTIONAL		
Title	OPTIONAL	maxlength:50	
Surname	MANDATORY	maxlength:160	
Forename	OPTIONAL	maxlength:50	
Service Address	OPTIONAL		
CHOOSE BETWEEN			
Same As Registered Office	MANDATORY		Values: true
OR			
Address	MANDATORY		
Care of Name	OPTIONAL	maxlength:100	
Premise	MANDATORY	maxlength:50	
Street	OPTIONAL	maxlength:50	
Thoroughfare	OPTIONAL	maxlength:50	
Post Town	MANDATORY	maxlength:50	
County	OPTIONAL	maxlength:50	
CHOOSE BETWEEN			
Country	MANDATORY		Values: USA IRL DEU FRA ITA ESP PRT NLD POL BEL NOR SWE DNK AUS NZL CAN ZAF AUT HRV CYP CZE EST GRC HUN GRC LTU GBR GB-ENG GB-WLS GB-SCT GB-NIR
OR			

Country	MANDATORY		Values: USA IRL DEU FRA ITA ESP PRT NLD POL BEL NOR SWE DNK AUS NZL CAN ZAF AUT HRV CYP CZE EST GRC HUN GRC LTU GBR GB-ENG GB-WLS GB- SCT GB-NIR
Postcode	OPTIONAL	maxlength:15	
Po Box	OPTIONAL	maxlength:10	
Residential Address Unchanged Ind	OPTIONAL		Values: true
Residential Address	OPTIONAL		
CHOOSE BETWEEN			
Same As Service Address	MANDATORY		Values: true
OR			
Address	MANDATORY		
Care of Name	OPTIONAL	maxlength:100	
Premise	MANDATORY	maxlength:50	
Street	OPTIONAL	maxlength:50	
Thoroughfare	OPTIONAL	maxlength:50	
Post Town	MANDATORY	maxlength:50	
County	OPTIONAL	maxlength:50	
CHOOSE BETWEEN			
Country	MANDATORY		Values: USA IRL DEU FRA ITA ESP PRT NLD POL BEL NOR SWE DNK AUS NZL CAN ZAF AUT HRV CYP CZE EST GRC HUN GRC LTU GBR GB-ENG GB-WLS GB- SCT GB-NIR
OR			
Other Foreign Country	MANDATORY	maxlength:50	
Postcode	OPTIONAL	maxlength:15	
Secure Address Ind	OPTIONAL		
Nationality	OPTIONAL	maxlength:50	
Country Of Residence	OPTIONAL		
Occupation	OPTIONAL	maxlength:50	
Corporate	MANDATORY		
Corporate Name	MANDATORY maxlength:160		
Change OPTIONAL			
Corporate Name	OPTIONAL	maxlength:160	
Address	OPTIONAL		

Care of Name	OPTIONAL	maxlength:100	
Premise	MANDATORY	maxlength:50	
Street	OPTIONAL	maxlength:50	
Thoroughfare	OPTIONAL	maxlength:50	
Post Town	MANDATORY	maxlength:50	
County	OPTIONAL	maxlength:50	
CHOOSE BETWEEN			
Country	MANDATORY		Values: USA IRL DEU FRA ITA ESP PRT NLD POL BEL NOR SWE DNK AUS NZL CAN ZAF AUT HRV CYP CZE EST GRC HUN GRC LTU GBR GB-ENG GB-WLS GB- SCT GB-NIR
OR			
Other Foreign Country	MANDATORY	maxlength:50	
Postcode	OPTIONAL	maxlength:15	
Po Box	OPTIONAL	maxlength:10	
Company Identification	OPTIONAL		
CHOOSE BETWEEN			
Non EEA	MANDATORY		
Place Registered	OPTIONAL	maxlength:50	
Registration Number	OPTIONAL	maxlength:20	
Governing Law	MANDATORY	maxlength:50	
Legal Form	MANDATORY	maxlength:50	
OR			
EEA	MANDATORY		
Place Registered	MANDATORY	maxlength:50	
Registration Number	MANDATORY	maxlength:20	
Secretary	MANDATORY		
CHOOSE BETWEEN			
Person	MANDATORY		
Title	OPTIONAL	maxlength:50	
Surname	MANDATORY	maxlength: 160	
Forename	OPTIONAL	maxlength:50	
Change	OPTIONAL		
Name	OPTIONAL		
Title	OPTIONAL	maxlength:50	
Surname	MANDATORY	maxlength: 160	
Forename	OPTIONAL	maxlength:50	
Service Address	OPTIONAL		
CHOOSE BETWEEN			
Same As Registered Office	MANDATORY		Values: true
OR			
Address	MANDATORY		

Care of Name	OPTIONAL	maxlength:100	
Premise	MANDATORY	maxlength:50	
Street	OPTIONAL	maxlength:50	
Thoroughfare	OPTIONAL	maxlength:50	
Post Town	MANDATORY	maxlength:50	
County	OPTIONAL	maxlength:50	
CHOOSE BETWEEN			
Country	MANDATORY		Values: USA IRL DEU FRA ITA ESP PRT NLD POL BEL NOR SWE DNK AUS NZL CAN ZAF AUT HRV CYP CZE EST GRC HUN GRC LTU GBR GB-ENG GB-WLS GB- SCT GB-NIR
OR			
Country	MANDATORY		Values: USA IRL DEU FRA ITA ESP PRT NLD POL BEL NOR SWE DNK AUS NZL CAN ZAF AUT HRV CYP CZE EST GRC HUN GRC LTU GBR GB-ENG GB-WLS GB- SCT GB-NIR
Postcode	OPTIONAL	maxlength:15	
Po Box	OPTIONAL	maxlength:10	
Residential Address Unchanged Indicator	OPTIONAL	Values: true	
OR			
Corporate	MANDATORY		
Corporate Name	OPTIONAL	maxlength:160	
Address	OPTIONAL		
Care of Name	OPTIONAL	maxlength:100	
Premise	MANDATORY	maxlength:50	
Street	OPTIONAL	maxlength:50	
Thoroughfare	OPTIONAL	maxlength:50	
Post Town	MANDATORY	maxlength:50	
County	OPTIONAL	maxlength:50	
CHOOSE BETWEEN			
Country			
OR			
Other Foreign Country	MANDATORY	maxlength:50	

Postcode	OPTIONAL	maxlength:15	
Po Box	OPTIONAL	maxlength:10	
Company Identification	OPTIONAL		
CHOOSE BETWEEN			
Non EEA	MANDATORY		
Place Registered	OPTIONAL	maxlength:50	
Registration Number	OPTIONAL	maxlength:20	
Governing Law	MANDATORY	maxlength:50	
Legal Form	MANDATORY	maxlength:50	
OR			
EEA	MANDATORY		
Place Registered	MANDATORY	maxlength:50	
Registration Number	MANDATORY	maxlength:20	
MEMBER	MANDATORY		
CHOOSE BETWEEN			
Person	MANDATORY		
Title	OPTIONAL	maxlength:50	
Surname	MANDATORY	maxlength: 160	
Forename	OPTIONAL	maxlength:50	
DOB	MANDATORY		
Change	OPTIONAL		
Name	OPTIONAL		
Title	OPTIONAL	maxlength:50	
Surname	MANDATORY	maxlength: 160	
Forename	OPTIONAL	maxlength:50	
Service Address	OPTIONAL		
CHOOSE BETWEEN			
Same As Registered Office	MANDATORY		Values: true
OR			
Address	MANDATORY		
Care of Name	OPTIONAL	maxlength: 100	
Premise	MANDATORY	maxlength:50	
Street	OPTIONAL	maxlength:50	
Thoroughfare	OPTIONAL	maxlength:50	
Post Town	MANDATORY	maxlength:50	
County	OPTIONAL	maxlength:50	
CHOOSE BETWEEN			
Country	MANDATORY		Values: USA IRL DEU FRA ITA ESP PRT NLD POL BEL NOR SWE DNK AUS NZL CAN ZAF AUT HRV CYP CZE EST GRC HUN GRC LTU GBR GB-ENG GB-WLS GB- SCT GB-NIR
OR			

Other Foreign Country	MANDATORY	maxlength:50	
Postcode	OPTIONAL	maxlength:15	
Po Box	OPTIONAL	maxlength:10	
Residential Address Unchanged Ind	OPTIONAL		Values: true
Residential Address	OPTIONAL		
CHOOSE BETWEEN			
Same As Service Address	MANDATORY		Values: true
OR			
Address	MANDATORY		
Care of Name	OPTIONAL	maxlength:100	
Premise	MANDATORY	maxlength:50	
Street	OPTIONAL	maxlength:50	
Thoroughfare	OPTIONAL	maxlength:50	
Post Town	MANDATORY	maxlength:50	
County	OPTIONAL	maxlength:50	
CHOOSE BETWEEN			
Country	MANDATORY		Values: USA IRL DEU FRA ITA ESP PRT NLD POL BEL NOR SWE DNK AUS NZL CAN ZAF AUT HRV CYP CZE EST GRC HUN GRC LTU GBR GB-ENG GB-WLS GB-SCT GB-NIR
OR			
Other Foreign Country	MANDATORY	maxlength:50	
Postcode	OPTIONAL	maxlength:15	
Secure Address Ind	OPTIONAL		
Country Of Residence	OPTIONAL		
Corporate	MANDATORY		
Corporate Name	MANDATORY	maxlength:160	
Change	OPTIONAL		
Corporate Name	OPTIONAL	maxlength:160	
Address	OPTIONAL		
Care of Name	OPTIONAL	maxlength:100	
Premise	MANDATORY	maxlength:50	
Street	OPTIONAL	maxlength:50	
Thoroughfare	OPTIONAL	maxlength:50	
Post Town	MANDATORY	maxlength:50	
County	OPTIONAL	maxlength:50	
CHOOSE BETWEEN			
Country	MANDATORY		Values: USA IRL DEU FRA ITA ESP PRT NLD POL BEL NOR SWE DNK AUS

			NZL CAN ZAF AUT HRV CYP CZE EST GRC HUN GRC LTU GBR GB-ENG GB-WLS GB- SCT GB-NIR
OR			
Other Foreign Country	MANDATORY	maxlength:50	
Postcode	OPTIONAL	maxlength:15	
Po Box	OPTIONAL	maxlength:10	
Company Identification	OPTIONAL		
CHOOSE BETWEEN			
Non EEA	MANDATORY		
Place Registered	OPTIONAL	maxlength:50	
Registration Number	OPTIONAL	maxlength:20	
Governing Law	MANDATORY	maxlength:50	
Legal Form	MANDATORY	maxlength:50	
OR			
EEA	MANDATORY		
Place Registered	MANDATORY	maxlength:50	
Registration Number	MANDATORY	maxlength:20	

Schedule 6A - Resolutions

Part 1: Form of resolution

COMPANIES ACT 2006
SPECIAL RESOLUTION ON CHANGE OF NAME

Company number:

Company name:

The following special resolution to change the name of the company was agreed and passed by members.

On the *dd month yycc*

That the name of the company be changed to:

Part 2: XML data schemata to be used in respect of Part 1

SCHEMA CONVERSION FOR CHANGE OF NAME

Data Item	Mandatory /Optional	Max character length	Notes
Company name	MANDATORY	160	
Company number	MANDATORY	8 characters only	
Company authentication code	MANDATORY	6 characters, letters and numbers	
Submission number	MANDATORY	6 character, unique, letters/numbers	
Change of Name Type	MANDATORY		
Method change	MANDATORY	Max Count:2	ARTICLES RESOLUTION LLP
Proposed company name	MANDATORY	160 characters	Values:
Meeting date	MANDATORY	Max Count:1	Values: min occurrence
Same day	MANDATORY	True/False	Values:
Notice given	MANDATORY		

Schedule 7 – Accounts

Part 1: Approved formats for accounts

FORMAT A ACCOUNTS

In this Part:

- ***(I), *(II)** etc are used to indicate that the content is determinable as provided for in the explanatory note at the end of this Part.
- ***a, *b** etc are used to indicate that some associated Format A wording is identified in the relevant explanatory note at the end of this Part.

Thus, the indicators ***(I), *(II)** etc and ***a, *b** etc are not in the Eligible Accounts Document.

Registered Number 1

2

Dormant Accounts

3

Registered Number 2

Balance Sheet as at 3

	*(II)	*(III)
	*(IV)	*(IV)
Called up share capital not paid	300	300
Current assets		
Cash at bank and in hand	324	324
Net assets	341	341
*a Authorised share capital 503 504 shares of *(V) 505 each		
*b Issued share capital 511 512 shares of *(V) 513 each	514	514
Total shareholders funds	347	347

***c NOTES**

***(I) *d** During the year the company allotted **519** ordinary shares with an aggregate nominal value of ***(V) 522**, the consideration received by the company was ***(V) 523**

***(I) 540**

***(I) Exchange rate
423**

STATEMENTS

348.1

349

350

351.2

349

350

351

Approved by the board on: **352**

***e** And signed on their behalf by:

353 Director

354, 355

EXPLANATORY NOTES

***(I) Numbering of Notes**

If the note on allotted share capital (see 519 522 523) is present it must³ be numbered “1” with the following consequences:

- if the agency note is present (see **540**) then it must be numbered “2” and
- if the exchange rate note is present (see **423**) it must be numbered “3” if the agency note is present and “2” if the agency note is not present.

If the note on allotted share capital is not present but the agency note is present then it must be numbered “1” with the exchange rate note (if present) then having to be numbered “2”.

If only the exchange rate note is present then it must be numbered “1”.

***(II) and *(III) year heading(s) on columns**

The relevant year must be given as a heading to the relevant columns.

At ***(II)** the current year must be stated.

At ***(III)** the previous year must be stated if elements are set out in that column.

***(IV) and *(V) currency**

The relevant currency symbol must be given at ***(IV)** and ***(V)**.

The currency in the Eligible Accounts Document for the elements for the current year could be different to that for the elements for the previous year but the same currency must be used for all elements for a particular financial year.

The currency used for elements at ***(V)** must be that used in the Eligible Accounts Document for the current year figures and that determines the currency symbol which must be used at ***(V)**.

associated Format A wording

***a**

“Authorised share capital”, “of” and “each” are associated with elements numbered **503, 504 or 505**.

***b**

The words “Issued share capital”, “of” and “each” are associated with elements numbered **511, 512 or 513**.

***c**

The heading “NOTES” is associated with elements numbered **523 or 540**.

***d**

“During the year the company allotted”, “ordinary shares with an aggregate nominal value of” and “the consideration received by the company was” are associated with element numbered **519**.

***e**

The words “And signed on their behalf by” are associated with elements numbered **353, 355 or 354**.

COMPANY INFORMATION SHEET, DIRECTORS' REPORT AND FORMAT B ACCOUNTS

In this Part:

- “[*Part 2a*]” etc is inserted for ease of cross-reference in other provisions in this Schedule.
- *(*i*), *(*ii*) etc are used to indicate that the content is determinable as provided for in the relevant explanatory note at the end of this Part.
- **A*, **B* etc are used to indicate that some associated Format B wording is identified in the relevant explanatory note at the end of this Part.

Thus, the indicators “[*Part 2a*]” etc, *(*i*), *(*ii*) etc and **A*, **B* etc are not in the Eligible Accounts Document.

Registered Number 1

2

Report and Accounts (or Abbreviated Accounts)

3

2

Registered Number 1

Company Information

Registered Office:

7

8

9

10

11

13

12

Business Address:

15
17
18
19
20
21
23
22

Reporting Accountants:

25
26
28
29
30
31
32
34
33

Bankers:

36

38
39
40
41
42
44
43

Solicitors:

46
48
49
50
51
52
54
53

VAT registration number 55

2

Registered Number 1

Directors' Report

The directors present their report and accounts for the year ended *(ix).

Principal Activity

100

102

Political And Charitable Donations

103

Directors: 105 106

106

Secretary: 108

The following directors who served during the year and their interests in the share capital of the Company:

107

*(vii)

*(viii)

110

112

113

113

110

112

113

113

105

122

120

118

118.1

A* This report was approved by the board on 115

And signed on their behalf by:

116

117

116

117

Profit and Loss Account for the year ending 3

	Notes	*(vii)	*(viii)
		*(xi)	*(xi)
Turnover		200	200
Cost of Sales		<u>201</u>	<u>201</u>
<i>Gross profit</i>		202	202
Distribution costs		203	203
Administration costs		204	204
Operating profit/(loss)	*(ii)	<u>205</u>	<u>205</u>

Other Income		
Bank Interest	213	213
Profit /(loss) on ordinary activities before taxation	214	214
Taxation	*(ii) <u>215</u>	<u>215</u>
Profit /(loss) on ordinary activities after taxation	216	216
Dividends	<u>222</u>	<u>222</u>
Retained profit/(loss) for the financial year	223	223
Profit/(loss) brought forward	<u>224</u>	<u>224</u>
Retained profit/(loss) as of year end	224	224

2

Registered Number 1

Balance Sheet as at 3

*(vii) *(viii)

	Notes	*(xi)	*(xi)	*(xi)	£
Called up share capital not paid		300		300	
<u>Fixed Assets</u>					
Intangible	*(ii)				
	*(ii)	301		301	
Tangible	*(ii)		304		304
Investments	*(ii)		308		308
Investment property	*(ii)		308.1		308.1
			313		313
<u>Current assets</u>					
Stocks		314		314	
Debtors	*(ii)	317		317	
Investments		321		321	
Cash at bank and in hand		324		324	

Total current assets		<u>325</u>	<u>325</u>
Prepayments and accrued income		326	326
Creditors: amounts falling due within one year	*(ii)	327	327
Net current assets (liabilities)		332	332
Total assets less current liabilities		<u>333</u>	<u>333</u>
Creditors:amounts falling due after more than one year	*(ii)	334	334
Provisions for liabilities and charges		339	339
<i>Accruals and deferred Income</i>		340	340
Total net assets (liabilities)		<u>341</u>	<u>341</u>
<i>Capital and reserves</i>			
Called up share capital	*(ii)	342	342

Share premium account	343	343
Revaluation reserve	344	344
Other reserves	345	345
Profit and loss account	224	224
Shareholders funds	<u>347</u>	<u>347</u>

348

349

350

351

351.1

349

350

351

351.2

351.3

Approved by the board on: 352

*B And signed on their behalf by:

353 Director

354 355

2

Registered Number 1

Notes to the Accounts (or Notes to the Abbreviated Accounts) *(iii)

For the year ending 3

***(iv) Accounting Policies**

400 Basis of accounting

401

401.1

401.2

101

402

403

402

403

Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

	405	406	Category, Rate, Type
404			
404	405	406	

***(iv) Exchange Rate**

423

***(iv) Operating profit**

	*(vii)	*(viii)
	*(xi)	*(xi)
*C This is stated after charging		
Depreciation of owned fixed assets	407	407
Operating lease costs	408	408
Auditors remuneration	<u>409</u>	<u>409</u>
	<u>410</u>	<u>410</u>

***(iv) Taxation**

	*(vii)	*(viii)
	*(xi)	*(xi)
UK Corporation tax	418	418
Deferred tax	<u>419</u>	<u>419</u>
	<u>215</u>	<u>215</u>

***(iv) Fixed Assets**

	Intangible Assets	Tangible Assets	Investments	Investment Property	Total
Cost or valuation	*(xi)	*(xi)	*(xi)	*(xi)	*(xi)
*C at *(ix)	425.21	454	460	467.1	468.1
Additions	425.22	455	461	467.2	468.2
Disposals	425.23	456	462	467.3	468.3

Revaluations	425.24	456.1	463	467.4	468.4
Transfers	425.25	456.2	464	467.5	468.5
*C at *(ix)	<u>425.21</u>	<u>454</u>	<u>460</u>	<u>467.1</u>	468.1

Depreciation

*C at *(ix)	426	457	466.1	467.6	468.6
Charge for year	427	458	466.2	467.7	468.7
On disposals	427.1	459	466.3	467.8	468.8
Transfers	427.2	459.1	466.4	467.9	468.9
Other adjustments	427.3	<u>459.2</u>	466.5	467.10	468.10
*C at *(ix)	<u>426</u>	<u>457</u>	<u>466.1</u>	<u>467.6</u>	468.6

Net book value

*C at *(ix)	301	304	308	308.1	313
*C at *(ix)	<u>301</u>	<u>304</u>	<u>308</u>	<u>308.1</u>	<u>313</u>

468.11

Fixed Assets Free Text

***(iv) *D Intangible Fixed Assets**

*D Cost or valuation	*(xi)
*D at *(viii)	425.21
Additions	425.22
Disposals	425.23
Revaluations	425.24
Transfers	<u>425.25</u>
*D at *(ix)	<u>425.21</u>

***D Amortisation**

*(viii)	426
Charge for year	427
On disposals	427.1
Transfers	427.2
Other adjustments	427.3
*(ix)	<u>426</u>

***D Net book value**

*(viii)	301
*(ix)	<u>301</u>

427.5

***iv) *E Tangible Fixed Assets *(vi)**

	Land & Buildings	Plant & Machinery	Fixtures & Fittings	447	447	Total
*E Cost	*(xi)	*(xi)	*(xi)	*(xi)	*(xi)	*(xi)
*E at *(viii)	428	435	441	448	448	454
*E Additions	429	436	442	449	449	455
*E Disposals	430	437	443	450	450	456
Revaluations	430.1	437.1	443.1	450.1	450.1	456.1
Transfers	430.2	437.2	443.2	450.2	450.2	456.2
*E at *(ix)	428	435	441	448	448	454

***E Depreciation**

*E at *(viii)	432	438	444	451	451	457
*E Charge for year	433	439	445	452	452	458
*E On disposals	434	440	446	453	453	459
Transfers	434.1	440.1	446.1	453.1	453.1	459.1
Other adjustments	434.2	440.2	446.2	453.2	453.2	459.2
E at(ix)	432	438	444	451	451	457

***E Net book value**

E at(viii)	304.1	304.2	304.3	304.4	304.4	304
*E at *(ix)	<u>304.1</u>	<u>304.2</u>	<u>304.3</u>	<u>304.4</u>	<u>304.4</u>	<u>304</u>

459.5

***E Investments (Fixed Assets)**

Cost or valuation	*(xi)
E at(viii)	460
Additions	461
Disposals	462
Revaluations	463
Transfers	<u>464</u>
*E at *(ix)	<u>460</u>

***E Depreciation**

*E at *(viii)	466.1
Charge for year	466.2
On disposals	466.3
Transfers	466.4
Other adjustments	466.5
*E at *(ix)	<u>466.1</u>

***E Net book value**

*E at *(ix)	308
*E at *(x)	<u>308</u>

467

*Investments Fixed Assets Free Text****E Investment Property**

Cost or valuation	*(xi)
*E at *(viii)	467.1
Additions	467.2
Disposals	467.3
Revaluations	467.4
Transfers	<u>467.5</u>
*E at *(ix)	<u>467.1</u>

***E Depreciation**

E at(viii)	467.6
Charge for year	467.7
On disposals	467.8

Transfers	467.9
Other adjustments	467.10
*E at *(ix)	<u>467.6</u>

*** E Net book value**

*E at *(ix)	308.1
*E at *(x)	<u>308.1</u>

467.11 *Investment Property Free Text*

***(iv) Debtors**

469 *Debtors Free Text*

	*(vii)	*(viii)
	*(xi)	*(xi)
Trade Debtors	318	318
Called up share capital not paid (Current Asset)	319.1	319.1
Prepayments and accrued income	319.2	319.2
Other Debtors	<u>320</u>	<u>320</u>
	317	317

***(iv) Creditors: amounts falling due within one year**

485	<i>Creditors Free Text</i>	*(vii)	*(viii)
Bank loans and overdrafts		328	328
Trade creditors		329	329
Accruals and deferred income		330.1	330.1
Taxation and Social Security		483.1	483.1
Other creditors		331	331
		327	327

***E Creditors: amounts falling due after more than one year**

491	<i>Creditors Free Text</i>	*(vii)	*(viii)
Instalment debts falling due after 5 years		*(xi)	*(x)
Non-instalment debts falling due after 5 years		480	480
Secured debts		481	481

491	<i>Creditors Free Text</i>	*(xi)	*(xi)
Bank loans and overdrafts		335	335

Obligations under finance leases	489.1	489.1
Loans from directors	490	490
Other creditors	<u>338</u>	<u>338</u>
	334	334

***E Creditors**

Creditors include the following:	*(vii)	*(viii)
	*(xi)	*(xi)
Instalment debts falling due after 5 years	480	480
Non-instalment debts falling due after 5 years	481	481
Secured debts	482	482

492

Total Creditors Free Text

***(iv) *F Share Capital**

*(vii)	*(viii)
*(xi)	*(xi)

***F Authorised share capital:**

503 504 shares of 505 each	506	506
507 508 shares of 509 each	510	510

***F Allotted , called up and fully paid:**

511 512 shares of 513 each	514	514
515 516 shares of 517 each	518	518

***F Ordinary shares issued in the year:**

519 520 shares of 521 each were issued in the year with a nominal value of 522, for a consideration of 523.

***F Non-equity shares issued in the year:**

524 525 shares of 526 each were issued in the year with a nominal value of 527, for a consideration of 528.

***F Redeemable shares**

530 Redeemable shares free text

530 Redeemable shares free text

530 Redeemable shares free text

531 *Share Capital Free Text*

***(vi) *G Profit and loss account**

	*(vii)	*(viii)
	*(xi)	*(xi)
Balance brought forward	223	223

Profit or Loss for the current year		<u>224</u>	<u>224</u>
Balance carried forward		223	223

***(vi) Transactions with directors**

534

Name	Liability at start of period	Maximum liability during the year	Liability at end of period
534.1	534.2	534.3	534.2
534.1	534.2	534.3	534.2

***(vi) Related party disclosures**

535

***(vi) 536**

537

***(vi) Any other footnotes**

EXPLANATORY NOTES

***(i) Heading on Front Page**

The alternative wording at ***(i)** is as follows:

- Report and Accounts
- Abbreviated Accounts

“Report and Accounts” must be used at ***(i)** if the Eligible Accounts Document includes the element numbered **214** (see Part 1 of Annex D). In the absence of that element “Abbreviated Accounts” must be used.

***(ii) Numbers in Notes column**

***(iv)** below sets out the numbering for the Notes in the Notes part (see Part 2f of Annex C) of the Eligible Accounts Document.

The number of a Note (except for any note marked in ***(iv)** below as “*not cross referenced*”) must also appear in the Notes column (in the Profit and Loss account or Balance Sheet) opposite the specific entry to which the relevant Note relates. When the presenter submits the Eligible Accounts Document to the Registrar, it indicates to which specific entry (in the Profit and Loss or Balance Sheet) the relevant Note relates. It does that by submitting with the data for the specific entry the same id attribute as it submits in the data for the relevant Note.

***(iii) Heading to the Notes Part**

The alternative wording is as follows

- accounts
- abbreviated accounts

“accounts” must be used at ***(iii)** if the Eligible Accounts Document includes the element numbered **214** (see Part 1 of Annex D). In the absence of that element “abbreviated accounts” must be used.

***(iv) Notes part of the Eligible Accounts Document (Part 2f of Annex C)**

Notes must be numbered in numerical order (starting with 1, followed by 2 etc) in the following order:

- If the note on accounting policies (including depreciation) (see Part 2f of Annex C) is present it must be numbered 1. If there is no such note then “1” will be the first “next number” as referred to below.[*Not cross referenced*]

- If the note on Exchange Rate (see Part 2f of Annex C) is present it must be numbered with the next number. [Not cross referenced]
- If all or any of the following notes are present they must be numbered with the next number(s) in the following order:

Note on Operating profit (see Part 2f of Annex C) (see note *C below)
 Note on Income from other fixed asset investments (see Part 2f of Annex C)
 Note on Other interest receivable (see Part 2f of Annex C)
 Note on Interest payable and similar charges (see Part 2f of Annex C)
 Note on Taxation (see Part 2f of Annex C)
 Note on Called up share capital not paid (see Part 2f of Annex C)
 Note on Intangible Fixed Assets (see Part 2f of Annex C) (see note *D below as to the generation of some of this Note upon submission of data for element numbered 301)
 Note on Tangible Fixed Assets (see Part 2f of Annex C)(see note *E below as to the generation of some of this Note upon submission of data for element numbered 304)
 Note on Investments (fixed assets) (see part 2f of Annex C)
 Note on Stocks (see Part 2f of Annex C)
 Note on Debtors (see Part 2f of Annex C)
 Note on Investments (current assets) (see Part 2f of Annex C)
 Note on Cash at bank and in hand (see Part 2f of Annex C)
 Note on Prepayments and accrued income (see Part 2f of Annex C)

- If a note on Total creditors (see Part 2f of Annex C) is present it must be numbered with the next number. [Not cross referenced]
- If all or any of the following notes are present they must be numbered with the next number(s) in the following order:

Note on Creditors: amounts falling due within one year (see Part 2f of Annex C)
 Note on Net current assets (see Part 2f of Annex C)
 Note on Creditors: amount falling due after more than one year (see Part 2f of Annex C)
 Note on Provision for liabilities and charges (see Part 2f of Annex C)
 Note on Accruals and deferred income (see Part 2f of Annex C)
 Note on Total net assets (liabilities) (see Part 2f of Annex C)
 Note on Share Capital (see Part 2f of Annex C) (see note *F below)
 Note on Share premium account (see Part 2f of Annex C)
 Note on Revaluation reserve (see Part 2f of Annex C)
 Note on Other reserves (see Part 2f of Annex C)
 Note on Profit and loss account (see Part 2f of Annex C)
 Note on Shareholder funds (see Part 2f of Annex C)

- If the note on Transactions with Directors (see Part 2f of Annex C) is present it must be numbered with the next number. [Not cross referenced]
- If the note on Related Party Disclosures (see Part 2e of Annex C) is present it must be numbered with the next number. [Not cross referenced]

- If an additional note(s) is present relating to (a) specific entry/entries in (if a Profit and Loss account is submitted to the Registrar) the Profit and Loss account or the Balance Sheet (other than the Note on Profit and Loss Account- see next paragraph) it/they can be numbered with the next number(s) in the order chosen by the company. When the presenter submits the Eligible Accounts Document to the Registrar, it may submit the data for the relevant Notes via use of the footnotes (see **600** in Part 1 of Annex D) and in that case must ensure that the footnotes are used in the order in which the company has chosen to order the relevant Notes in the Eligible Accounts Document.
- If the Note on Profit and Loss Account (see Part 2f of Annex C) is present it must be numbered with the next number. (see note ***G** below as to the generation of some of this Note upon submission of data for element numbered **224**) [*Not cross referenced*]
- If an additional note(s) is present it/they can be numbered with the next number(s) in the order chosen by the company. When the presenter submits the Eligible Accounts Document to the Registrar, it submits the data for the relevant Notes via use of Additional Notes (see **536** and **537** in Part 1 of Annex D) and must ensure that the Additional Notes are delivered in the order in which the company has chosen to order them in the Eligible Accounts Document. [*Not cross referenced*]

The Notes must be set out in numerical order in the Notes part of the Eligible Accounts Document.

The headings to the relevant Notes must be as follows:

- (for any Note which is to be submitted via the use of the footnotes facility or Additional Note facility) the heading to the Note can be whatever the company chooses
- (for all other Notes) the heading must be as indicated in Part 2f of Annex C

***(v) Note on Intangible Fixed Assets**

This note in the Eligible Accounts Document can have either or both columns headed “Goodwill” and “Other intangible assets” plus the column headed “Total”.

***(vi) Note on Tangible Fixed Assets**

This Note in the Eligible Accounts Document can have up to 5 columns plus the column headed “Total”.

The 5 columns can be all or any of the columns headed “Land & Buildings”, “Plant & Machinery” or “Fixtures & Fittings” plus other columns the heading(s) for which are chosen by the company and submitted to the Registrar by submitting the data for element numbered **447**

***(vii) and *(viii) year heading(s) on columns**

The relevant year must be given as a heading to the relevant columns.

At *(vii) the current year must be stated.

At *(viii) the previous must be stated if elements are set out in that column

*(ix) and *(x) Specific dates in the Note on Intangible Fixed Assets or Note on Tangible Fixed Assets

The relevant date must be given at *(ix) and *(x).

- At *(ix) the last day of the previous year must be given if the column in the Note in the Eligible Accounts Document contains an entry opposite the line in which that indicator *(ix) appears.
- At *(x), the last day of the previous year must be given if the column in the Note in the Eligible Accounts Document contains an entry opposite the line in which that indicator*(x) is given.

The dates at *(ix) and *(x) must be set out as “dd/month in words/yyyy” eg 30 April 2003.

*(xi) and *(xii) currency

The relevant currency symbol must be given at *(xi) and *(xii)

The currency used in the Eligible Accounts Document for the elements for the current year could be different to that for the elements for the previous year but the same currency must be used for all elements for a particular financial year.

The currency in the Note on Share Capital must be that used for current year figures in the Eligible Accounts Document and that determines the currency symbol which must be used at *(xii).

associated Format B wording

***A**

The words “The directors present their report and accounts for the year ended”, “Principal Activity” and “This report was approved by the board on” and “And signed on their behalf by” are associated with element numbered **115**.

***B**

The words “And signed on their behalf by” are associated with element numbered **353**.

***C**

The heading “Operating profit” and the words “This is stated after charging” are associated with elements numbered **407, 408 or 409**.

***D**

The heading “Intangible fixed assets” and “Net Book Value” are associated with element numbered **301**.

“Cost Or Valuation” is associated with elements numbered **425.21**

the two references to “At” are associated with elements numbered **425.21** save that the first “At” is only so associated if any of those elements are present twice in the figures column of the Note.

“additions” is associated with element numbered **425.22, 455, 461**

“disposals” is associated with element numbered **425.23, 456, 462**

“revaluations” is associated with element number **425.24, 456.1, 463**

“transfers” is associated with element number **425.25, 456.2, 464**

“Amortisation” is associated with elements numbered **426**

“Charge for year” is associated with elements numbered **427, 458, 466.2**

“on disposals” is associated with elements numbered **427.1, 459, 466.3**

“transfers” is associated with elements numbered **427.2, 459.1, 466.4**

“other adjustments” is associated with elements numbered **427.3, 459.2, 466.5**

“fixed assets free text” is associated with element numbered **468.11**

*** E**

The heading “Tangible fixed assets” and “Net Book Value” are associated with the element numbered **304**

‘Cost’ is associated with elements numbered **428, 435, 441, 448 or 454**

‘at’ is associated with elements numbered **428, 435, 441, 448 or 454** when any of those elements are present twice in the figures column of the Note. ‘additions’ is associated with elements numbered **429, 436, 442, 449 or 455**.

‘disposals’ is associated with elements numbered **430, 437, 443, 450 or 456**

‘revaluations’ is associated with elements numbered **430.1, 437.1, 443.1, 450.1 or 456.1**

‘transfers’ is associated with elements numbered **430.2, 437.2, 443.2, 450.2 or 456.2**

‘Depreciation’ is associated with elements numbered **432, 438, 444, 451 or 457**

‘at’ is associated with elements numbered **432, 438, 444, 451 or 457** when any of those elements are present twice in the figures column of the Note.

‘Charge for year’ is associated with elements numbered **433, 439, 445, 452 or 458**.

‘on disposals’ is associated with elements numbered **434, 440, 446, 453 or 459**.

“transfers” is associated with elements numbered 434.1, 440.1, 446.1, 453.1

“other adjustments” is associated with elements numbered 434.2, 440.2 446.2 453.2

“investment fixed assets” is associated with elements 461, 462, 463, 464

“depreciation” is associated with elements numbered 466.1, 466.2, 466.3, 466.4, 466.5

“investment property” is associated with elements numbered 467.1, 467.2, 467.3, 467.4, 467.5

“depreciation” is associated with elements numbered 467.6, 467.7, 467.8, 467.9, 467.10

“net book value” is associated with element number 308.1

“creditors” are associated with elements numbers 480, 481, 482

***F**

The heading “Share Capital” is associated with elements numbered **503, 504, 505, 507, 508, or 509**.

“Authorised share capital”, “of” and “each” are associated with elements numbered **503, 504, 505, 507, 508, or 509**.

The words “Allotted, called up and fully paid” and the words “of” and “each are associated with elements numbered **511, 512, 513, 515, 516 or 517**.

“Ordinary shares issued in the year”, “of”, “each were issued in the year with a nominal value of” and “for a consideration of” are associated with elements numbered **519, 520, 521 and 523 or 522**.

The words “Non-equity shares issued in the year”, “of”, “each were issued in the year with a nominal value of” and “for a consideration of” are associated with elements numbered **524, 525 526 and 528 or 527**.

“redeemable shares” are associated with elements numbered 530, 531

***G**

The heading “Profit and Loss Account” and “Balance carried forward” are associated with element numbered **223**.

“Balance brought forward” is associated with **223** for the previous year such that if primary elements are not present for a previous year the words “Balance brought forward” will not be present.

“Profit or Loss for the current year” is associated with element numbered **224**.

“transactions with directors” is associated with element numbered **534**

“name” is associated with element numbered **534.1**

“Liability at start of period” is associated with element numbered **534.2**
“Maximum liability during the year ” is associated with element numbered **534.3**

Part 2:

ELEMENTS

INTRODUCTION TO TABLE IN ANNEX D

1 Shading

Some elements appear more than once in the relevant Part (being Part 1 or Part 2) of Annex C. Some of those elements and some of the elements that only appear once in a Part may infact be repeated (either with the same data or with different data) at the location where the relevant element is in Part 1 or Part 2 of Annex C as the case may be. Shading is used in Part 1 of Annex D to indicate those elements which are repeatable in that way.

2 Boolean

“True” or “false” are the only options for the data that can be submitted to the Registrar for any element in respect of which “Boolean” is in column 4 of Annex D.

2.1 In the case of the “Boolean” elements in Part 1 of Annex D the delivery to the Registrar of “true” is used to deliver the wording set out in column 4 for the relevant element.

2.2 “True” must be delivered to the Registrar for either “Boolean” element numbered **Z004** and **Z005** in Part 3 of Annex D as provided in paragraph 1.2 of Annex F.

3 Datatypes

The indicator “Monetary”, “Shares” “Decimal” or “Date” is given in Part 1 of Annex D in respect of some elements. Such indicators are used to indicate any requirements as to the type of information that must be in the relevant primary element in an Eligible Accounts Document. The requirements deriving from the indicators are as follows:

3.1. “Monetary”, “Shares” and “Decimal” indicate that the information can only be numerical and can only be whole numbers save that an element marked “Decimal” can contain numbers right of the decimal point.

3.2 “Date” indicates that a date must be given and that the date must be set out in the Eligible Accounts as “dd/month in words/yyyy” eg 30 April 2005. To deliver the relevant data to the Registrar, the presenter must send the data in the format “yyyy-mm-dd” eg 2005-04-05.

Any elements in Annex D in respect of which none of the above indicators nor Boolean are given can contain any type of information/characters.

4 Supporting data

The following sets out the identification of data which supports the submission of data for one or more primary elements:

4.1 ContextRef

A ContextRef is delivered to identify the context in which data for an element is used. The purpose of its use in relation to an Eligible Accounts Document is to identify the period or date to which the data for a primary element relates. Where column 4 of Part 1 indicates that a ContextRef is required, it also indicates whether the required ContextRef is an “instant” or “duration”.

The data for any element in respect of which “ContextRef” is in column 4 of Part 1 of Annex must be accompanied by contextRef data consisting of a context id of the presenter’s own choice eg <contextRef= ‘y2005’> where ‘y2005’ is the presenter’s chosen context id. As provided in paragraph 5.1 below, the use of a chosen context id will be supported by the submission of the relevant context id definition element.

Data for a particular primary element should not be present more than once with a particular context id save that as provided in paragraph 1 above, data for the primary elements that are shaded in Part 1 of Annex D can be present more than once per context id.

The two types of contextRefs are as follows:

4.1.1 “duration”

Where “duration” is required then the data for the primary element will cover a period and that period is specified in the relevant context id definition element.

If the Eligible Accounts Document contains figures for a previous year as well as those for the current year then there must be two context ids for “duration” otherwise there need only be one context id for duration ie for the current year.

4.1.2 “instant”

Where “instant” is required, the data for the primary element will relate to a specific date and that date is specified in/determinable from the relevant context id definition element.

If the Eligible Accounts Document contains figures for a previous year as well as those for the current year then there must be two (but can be four) context ids for “instant”. Thus, there must be one for the last day of the previous year and one for the last day of the current year and there may be one for the first day of the previous year and one for the first day of the current year.

If the Eligible Accounts Document does not contain figures for a previous year, there must be one (but can be two) context ids for instant. Thus, there must be one for the last day of the current year and there may be one for the first day of the current year.

Paragraph 5.1.2 sets our requirements on the date that must be used in the context id definition element for the first day of a financial year.

4.2 UnitRef

The data for any element in respect of which “UnitRef(Shares)”, “UnitRef(Pure)” or “UnitRef” is in column 4 of Part 1 of Annex D must be accompanied by UnitRef data. The three types of UnitRef are as follows:

4.2.1 Shares

For any element in respect of which “UnitRef(Shares)” is given in column 4 of Part 1, the UnitRef data must consist of a unit id of the presenter’s own choice eg <unitRef= ‘shares’> where “shares” is the presenter’s chosen unit id. As provided in paragraph 5.2.1 below, the use of a chosen unit id will be supported by the submission of the relevant unit id definition element.

4.2.2 Pure

For element numbered **405** (in respect of which “UnitRef(Pure)” is given in column 4 of Part 1), the UnitRef data must consist of a unit id of the presenter’s own choice eg <unitRef= ‘pure’> where “pure” is the presenter’s chosen unit id. As provided in paragraph 5.2.2 below, the use of a chosen unit id will be supported by the submission of the relevant unit id definition element.

4.2.3 Currency

For any element in respect of which “UnitRef” is in column 4 of Part 1, a UnitRef is delivered to indicate the currency of that particular element. For any such element, the UnitRef data must consist of a unit id of the presenter’s own choice eg <unitRef= ‘GBP’> where “GBP” is the presenter’s chosen unit id. As provided in paragraph 5.2.3 below, the use of a chosen unit id will be supported by the submission of the relevant unit id definition element.

As provided in the explanatory notes to *(IV), *(V), *(xi) and *(xii) in Parts 1 and 2 of Annex C, in some circumstances two currencies could be used in the Eligible Accounts Document in which case two unit ids would be needed for currency. To reflect the restrictions on use of different currency referred to in those explanatory notes, the appropriate unit id would need to be submitted with data for particular elements.

4.3 Precision

The data for any element in respect of which “Precision” is in column 4 of Part 1 of Annex D must be accompanied by the relevant precision data. That data must be either “INF” or a number.

Some precision data is used by the Registrar’s system to carry out some checks on some of the calculations underlying the data submitted for some primary elements.

If a number is given in the precision data, it indicates the maximum number of characters left of the decimal point to be used if the Registrar checks the calculation of the figures being delivered for the particular primary element. Thus, take as an example 3 being given in the precision data for a primary element. That indicates that no more than 3 numbers left of the decimal point are to be used in checking the calculation of the figure for the particular primary element. The following are possible scenarios:

- Data for the particular primary element contains more characters than indicated in the precision data

Eg, if the data for a primary element is 1575 with a precision of 3, the system would (if any calculation is carried out) take 1570 for the purpose of calculations because the system will count the 4th character as “0” given the indication of 3 as the precision.

- Data for the particular primary element has the same number of characters or less characters than indicated in the precision data

In this case, for the purpose of checking of calculations, all the characters submitted are taken into account. Thus if the data for the primary element is 157 or 15 with a precision of 3, the system would (if any calculation is carried out) take 157 and 15 respectively for the purpose of calculations.

The Registrar’s checks on calculations may result in the rejection of the Eligible Accounts Document.⁴ Whatever precision data is submitted, it does not change the data for the primary element and the Registrar will take the Eligible Accounts Document as containing the data for the primary element exactly as submitted.

If “INF” is given in the precision data, it indicates that all the characters given are relevant for checking of calculation.

4.4 Elements in respect of which “tuple heading” is given in column 4 of Annex D

Some elements are tuple headings as indicated in column 4 of Annex D.

Such elements are followed in Part 1 of the Table below by one or more indented elements. The delivery to the Registrar of the data for those indented element(s) can only take place if the data for it/them is accompanied by the preceding tuple heading element(s).

⁴ The checks are not exhaustive and the directors are responsible for ensuring that the content of the Eligible Accounts Document complies with all legal requirements. Acceptance of an Eligible Accounts Document in accordance with this Schedule does not indicate that the Eligible Accounts Document complies with all legal requirements in terms of content of that Document.

5 Definition elements

Paragraphs 4.1 and 4.2 above, referred to the requirement for data for some elements to be accompanied by a relevant context id or unit id.

For each context id and each unit id included in an attachment, there must be a relevant context id definition element or unit id definition element.

5.1 context id definition elements

The requirements in relation to the two types (being “duration” and “instant”) of context ids are as follows:

5.1.1 “duration”

The structure of the context id definition element for “duration” is set out in element numbered **Y001** in Part 2 of Annex D. The data in that element is just by way of example. Column 4 of the relevant element indicates which information in column 2 is variable in that its content is chosen by the presenter. The remainder of the information in column (2) is fixed in that it must be delivered.

5.1.2 “instant”

The structure of the context id definition element for “instant” is set out in element numbered **Y002** in Part 2 of Annex D. The data in that element is just by way of example. Column 4 of element numbered **Y002** indicates which information in column 2 is variable in that its content is chosen by the presenter. The remainder of the information in column (2) is fixed in that it must be delivered.

As indicated in paragraph 4.1.2 above, context id definition elements for instant could relate to the first day of a financial year. For such definition elements, the relevant first day of the financial year is deemed delivered by submitting in the context id definition element the date which is the day before that first day.

All the dates delivered by the various context id definition elements must be consistent. Thus, the dates given as the start date and end date in a duration context id definition element must be the same as the dates given in or (as provided in paragraph 5.1.2 above) deemed delivered by the relevant instant context id definition elements.

5.2 unit id definition element

The requirements in relation to the three types (being “shares” “pure” and “currency”) of unit ids are as follows:

5.2.1 Shares

The structure of the unit id definition element for shares is set out in element numbered **Y003** in Part 2 of Annex D. The unit id (ie “shares”) is variable in that it depends on the id chosen by the presenter. The remainder of the information in column (2) for that element is fixed in that it must be delivered.

5.2.2 Pure

The structure of the unit id definition element for pure is set out in element numbered **Y004** in Part 2 of Annex D. The unit id (ie “pure”) is variable in that it depends on the id chosen by the presenter. The remainder of the information in column (2) for that element is fixed in that it must be delivered.

5.2.3 Currency

The structure of the unit id definition element for currency is set out in element numbered **Y005** in Part 2 of Annex D. The data in that element is just by way of example. Column 4 of element numbered **Y005** indicates which information in column 2 is variable in that its content is chosen by the presenter. The remainder of the information in column (2) for that element is fixed in that it must be delivered.

6 Delivery of wording/numbering etc

The submission of data for some primary elements set out in Annex D not only delivers the data for the particular element but also is to be taken as delivering wording/numbering etc as follows:

6.1 Any relevant associated Format A wording or associated Format B wording is taken to be delivered with the delivery of data for relevant elements.

6.2 Data submitted for any Company Information Sheet, Directors’ Report, Format A Accounts or Format B Accounts is taken to deliver any other heading, wording or numbering (other than those mentioned in 6.3, 6.4, 6.5 or 6.6 below which are taken to be delivered as set out in those paragraphs) provided for in the definitions of “Company Information Sheet”, “Directors’ Report”, “Format A Accounts” or “Format B Accounts” respectively.

6.3 year heading(s) on columns

The delivery of data for any element in a column at the top of which in Annex C the indicator *(IV) or *(V) or *(vii) or *(viii) is present is to be taken as delivering the relevant year at the indicated point. The relevant year is given in/determinable from the relevant context id definition element relating to the data for the relevant primary element. Thus,

6.3.1 where a duration contextRef is required, the year is the one given in the “endDate” part of the data (see **Y001** in Part 2 of Annex D).

6.3.2 where an instant contextRef is required, the year is as follows

Where the context id definition element relates to the first day of a financial year (see paragraph 5.1.2 above as to the date to be given when delivering the first day of a financial year), the year is taken from the last day of that financial year

Where the context id definition element relates to the last day of a financial year, the year is taken from that date.

Paragraph 5 above sets out the requirement for consistency of dates given in/determinable from the various context id definition elements.

6.4 Specific dates in the Note on Intangible Fixed Assets or Note on Tangible Fixed Assets (Format B Accounts only)

If data for the relevant Note is in the attachment then the following are taken to be delivered:

6.4.1 The relevant date at *(ix). The relevant date is the last day of the current year as taken from the duration context id definition element relating to the current year.

6.4.2 (if the Eligible Accounts Document contains data for the previous year) The relevant date at *(x). The date is the last day of the previous year as taken from the duration context id definition element relating to the previous year.

6.5 currency symbol headings

The delivery of data for any primary element in a column at the top of which in the relevant Part (being Part 1 or Part 2 of Annex C) the indicator *(IV) or *(xi) is present is to be taken as delivering the relevant currency symbol. The currency symbol is taken from the currency in the unit id definition element relating to the primary elements in the column below the relevant heading.

6.6 currency symbol in text relating to share capital

The delivery of data for any primary element which is set out immediately after the indicator *(V) in Part 1 of Annex C or *(xii) in Part 2 of Annex C is to be taken as delivering the relevant currency symbol. The currency symbol is taken from the currency in the unit id definition element relating to the relevant primary element.

7 Miscellaneous

For some elements in Part 1 of Annex D, a description of the element (in non-bold print) is the first entry in column 4. That is not part of the technical requirements under this Schedule.

PART 1 OF ANNEX D

Stylesheet Identifier	Element Name	Location in Eligible Accounts Document	Description
1	ae: CompaniesHouseRegisteredNumber	Front page, Company information, Directors' Report, Balance sheet(A), P&L, Notes(A)	Maximum data - 8 characters
2	gcd: EntityCurrentLegalName	Front page, Company information, Directors' Report, Balance sheet(A), P&L, Notes(A)	Maximum data - 160 characters Name registered with Companies House
3	gcd: BalanceSheetDate	Front page Directors' Report, Balance sheet(A), P&L, Notes	Date ContextRef - instant

Stylesheet Identifier	Element Name	Location in Eligible Accounts Document	Description
4	Company Information:		
5	ae: RegisteredOfficeAddress		Tuple heading
6	ae: AddressCH		Tuple heading
7		Company information	ContextRef - duration
8	gcd: AddressLine1	Company information	ContextRef - duration
9	gcd: AddressLine2	Company information	ContextRef - duration
10	gcd: AddressLine3	Company information	ContextRef - duration
11	gcd: CityOrTown	Company information	ContextRef - duration
12	gcd: County	Company information	ContextRef - duration
13	gcd: Postcode	Company information	ContextRef - duration
	gedB0sinatssAddress		Tuple heading
15		Company information	ContextRef - duration
	ae: DescriptionBusinessAddress		Tuple heading
17	ae: AddressCH	Company information	ContextRef - duration
18		Company information	ContextRef - duration

gcd: AddressLine1

gcd: AddressLine2

19		Company information	ContextRef - duration
20	gcd: CityOrTown	Company information	ContextRef - duration
21	gcd: AddressLine3	Company information	ContextRef - duration
22		Company information	ContextRef - duration
23	gcd: County	Company information	ContextRef - duration
	gcdReportingAccountants		Tuple heading
25	gcd: Country	Company information	ContextRef - duration
26	ae: NameAccountants	Company information	ContextRef - duration
	ae: DescriptionAccountants		Tuple heading
28	ae: AddressCH	Company information	ContextRef - duration
29		Company information	ContextRef - duration
30	gcd: AddressLine1	Company information	ContextRef - duration
31	gcd: AddressLine2CityOrTown	Company information	ContextRef - duration
32	gcd: AddressLine3	Company information	ContextRef - duration
33		Company information	ContextRef - duration
34	gcd: County	Company information	ContextRef - duration
	gcdPostcode		Tuple heading

gcd: Country

36		Company information	ContextRef - duration
	ae: NameBankers		Tuple heading
38	ae: AddressCH	Company information	ContextRef - duration
39		Company information	ContextRef - duration
40	gcd: AddressLine1	Company information	ContextRef - duration
41	gcd: AddressLine2CityOrTown	Company information	ContextRef - duration
42	gcd: AddressLine3	Company information	ContextRef - duration
43		Company information	ContextRef - duration
44	gcd: County	Company information	ContextRef - duration
	gcd: Visitor		Tuple heading
46	gcd: Country	Company information	ContextRef - duration
	ae: NameSolicitors		Tuple heading
48	ae: AddressCH	Company information	ContextRef - duration
49		Company information	ContextRef - duration
50	gcd: AddressLine1	Company information	ContextRef - duration
51	gcd: AddressLine2CityOrTown	Company information	ContextRef - duration
52	gcd: AddressLine3	Company information	ContextRef - duration

gcd: County

53		Company information	ContextRef - duration
54		Company information	ContextRef - duration
55	ged:VATRegistrationNumber	Company information	ContextRef - duration
	gcd: Country		
	Directors' Report		
100	gc: EntityBusinessDescription	Directors' Report	ContextRef - duration
101	ae: CompanyNon-trading	Notes	True Boolean which results in the following statement: 'The company did not trade during the year ended <Balance Sheet date>'
102	ae: DirectorsReportGeneralText	Directors' Report	ContextRef - duration
103	ae: PoliticalCharitableDonationsText	Directors' Report	ContextRef - duration
	ae: ListDirectorsExecutives		Tuple heading
105	pt: DirectorOrExecutivesName	Directors' Report	ContextRef - duration
106		Directors' Report	Date ContextRef - instant
107	pt: DateAssumedPosition	Directors' Report	Date ContextRef - instant
108	ae: DateResignedSecretarysName	Directors' Report	ContextRef - duration
	ae: DirectorShareholding		Tuple heading
110	pt: DirectorOrExecutivesName	Directors' Report	ContextRef - duration
			Tuple heading

ae: Shareholding

112		Directors' Report	ContextRef - duration
113	pt: SharesDirectorOrExecutive pt: DescriptionSharesOrDebentures	Directors' Report	Shares ContextRef - instant Precision UnitRef
115		Directors' Report	Date ContextRef - instant
	ae:ApprovalDirectorsReport ae: DateApprovalDirectorsReport		Tuple heading
116	ae: NamePersonApprovingDirectorsReport	Directors' Report	ContextRef - duration
117	ae: PositionPersonApprovingDirectorsReport	Directors' Report	ContextRef -duration
118	ae: AccountsAreInAccordanceWithPartVIICompaniesActRelatingToSmallCompanies	Directors' Report	True Boolean which results in the following statement: "The Directors' Report has been prepared in accordance with the special provisions in Part VII of the Companies Act 1985 relating to small companies".
118.1	ae:AccountsAreInAccordanceWithSpecialProvisionsCompaniesActRelatingToSmallCompanies-DirectorsReport	Directors' Report	True Boolean which results in the following statement: These accounts have been prepared in accordance with the provisions of the Companies Act 2006 applicable to companies subject to the small companies regime.'
120	ae:DirectorsReportFreeTextNote	Directors' Report	ContextRef – duration
122	ae:DirectorsShareCapitalFreeTextNote	Directors' Report	ContextRef – duration
	Profit & Loss:-		
200	pt:TurnoverGrossOperatingRevenue	P&L	ContextRef - duration Monetary Precision UnitRef

201	pt:CostSales	P&L	ContextRef - duration Monetary Precision UnitRef
202	pt:GrossProfitLoss	P&L	ContextRef - duration Monetary Precision Unit Ref
203	pt:DistributionCosts	P&L	ContextRef - duration Monetary Precision UnitRef
204	pt:AdministrativeExpenses	P&L	ContextRef - duration Monetary Precision UnitRef
205	pt:TotalOperatingProfitLoss	P&L	ContextRef - duration Monetary Precision UnitRef
213	pt:TotalInterestPayableReceivableNet	P&L	ContextRef - duration Monetary Precision UnitRef
214	pt:ProfitLossOnOrdinaryActivitiesBeforeTax	P&L	ContextRef - duration Monetary Precision UnitRef
215	pt:TaxRelatedToProfitOrLossOnOrdinaryActivities	P&L Notes	ContextRef - duration Monetary Precision UnitRef
216	pt:ProfitLossOnOrdinaryActivitiesAfterTax	P&L	ContextRef - duration Monetary Precision UnitRef

222	pt:GrossDividendPayment-AllShares	P&L	ContextRef – duration Monetary Precision UnitRef
223	pt: RetainedProfitLossForFinancialYearTransferredToReser ves	P & L Notes	ContextRef – duration Monetary Precision UnitRef

224	pt: ProfitLossAccountReserve	P & L Balance sheet Notes	<p>ContextRef – instant (End of period (previous)) Profit(Loss) carried forward) Monetary Precision UnitRef</p> <p>Other than for an Eligible Accounts Document relating to the first financial year of the company, this element needs to be submitted with three different contextRefs ie</p> <ul style="list-style-type: none"> (1) the beginning of the previous financial year (delivering the data for “Profit/(loss) brought forward” in the Profit and Loss Account and “Balance brought forward” in the Note on Profit and Loss Account) (2) the end of the previous year (delivering the data (a) for the previous financial year for “Retained profit/(loss) as of year end” in the Profit and Loss Account and “Balance carried forward” in the Note on Profit and Loss Account and (b) for the current financial year relating to “Profit/(loss) brought forward” in the Profit and Loss Account and “Balance brought forward” in the Note on Profit and Loss Account.) (3) the end of the current financial year (delivering the data for “Retained profit/(loss) as of year end” in the Profit and Loss Account and “Balance carried forward” in the Note on Profit and Loss Account) <p><i>In the case of an Eligible Accounts Document relating to the first financial year, data element numbered 224 is only delivered with one contextRef ie for end of current year relating to “Retained profit/(loss) as of year end” in the Profit and Loss Account and “Balance carried forward” in the Note on “Profit and Loss Account</i></p>
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	Balance Sheet:::-		
300	pt: CalledUpShareCapitalNotPaidNotExpressedAsCurrentAsset	Balance sheet(A)	ContextRef - instant Monetary Precision UnitRef
301	pt: IntangibleFixedAssets	Balance sheet	ContextRef - instant Monetary Precision UnitRef
304	pt: TangibleFixedAssets	Balance sheet	ContextRef - instant Monetary Precision UnitRef
304.1	pt:LandBuildings	Notes	Land and buildings, net book value ContextRef - instant Monetary Precision UnitRef
304.2	pt:PlantMachinery	Notes	Plant and machinery, net book value ContextRef - instant Monetary Precision UnitRef
304.3	pt:FixturesFittingsToolsEquipment	Notes	Fixtures, fittings, tools and equipment, net book value ContextRef - instant Monetary Precision UnitRef
308	pt: TotalInvestmentsFixedAssets	Balance sheet	ContextRef - instant Monetary Precision UnitRef
308.1	pt:InvestmentProperties	Balance sheet	ContextRef - instant Monetary Precision UnitRef

313	pt: FixedAssets	Balance sheet	ContextRef - instant Monetary Precision UnitRef
314	pt: StocksInventory	Balance sheet	ContextRef - instant Monetary Precision UnitRef
317	pt: Debtors	Balance sheet	ContextRef - instant Monetary Precision UnitRef
318	pt:TradeDebtors	Notes	Trade debtors ContextRef - instant Monetary Precision UnitRef
319.1	pt:CalledUpShareCapitalNotPaidCurrentAsset	Notes	Called up share capital not-paid, expressed as a current asset in Debtors ContextRef - instant Monetary Precision UnitRef
319.2	pt:PrepaymentsAccruedIncomeCurrentAsset	Notes	Prepayments and accrued income, current asset ContextRef - instant Monetary Precision UnitRef
320	pt:OtherDebtors	Notes	Other debtors ContextRef - instant Monetary Precision UnitRef

321	pt: InvestmentsCurrentAssets	Balance sheet	ContextRef - instant Monetary Precision UnitRef
324	pt: CashBankInHand	Balance sheet (A)	ContextRef - instant Monetary Precision UnitRef
325	pt: CurrentAssets	Balance sheet	ContextRef - instant Monetary Precision UnitRef
326	pt:PrepaymentsAccruedIncomeNotExpressedWithinCurrentAssetSub-total	Balance sheet	ContextRef - instant Monetary – debit Precision UnitRef
327	pt: CreditorsDueWithinOneYearTotalCurrentLiabilities	Balance sheet	ContextRef - instant Monetary Precision UnitRef
328	pt:BankLoansOverdraftsWithinOneYear	Notes	Bank loans and overdrafts within one year ContextRef - instant Monetary Precision UnitRef
329	pt:TradeCreditorsWithinOneYear	Notes	Trade creditors within one year ContextRef - instant Monetary Precision UnitRef
330.1	pt:AccrualsDeferredIncomeWithinOneYear	Notes	Accruals and deferred income within one year ContextRef - instant Monetary Precision UnitRef

331	pt:OtherCreditorsDueWithinOneYear	Notes	Other creditors due within one year ContextRef - instant Monetary Precision UnitRef
332	pt: NetCurrentAssetsLiabilities	Balance sheet	ContextRef - instant Monetary Precision UnitRef
333	pt:TotalAssetsLessCurrentLiabilities	Balance sheet	ContextRef - instant Precision UnitRef Monetary - debit
334	pt: CreditorsDueAfterOneYearTotalNoncurrentLiabilities	Balance sheet	ContextRef - instant Monetary Precision UnitRef
335	pt:BankLoansOverdraftsAfterOneYear	Notes	Bank loans and overdrafts after one year ContextRef - instant Monetary Precision UnitRef
338	pt:OtherCreditorsAfterOneYear	Notes	ContextRef – instant Monetary Precision UnitRef
339	pt: ProvisionsForLiabilitiesCharges	Balance sheet	ContextRef - instant Monetary Precision UnitRef
340	AccrualsDeferredIncome	Balance sheet	ContextRef - instant Monetary Precision UnitRef

341	pt: NetAssetsLiabilitiesIncludingPensionAssetLiability	Balance sheet	Precision UnitRef ContextRef - instant Monetary
342	pt: CalledUpShareCapital	Balance sheet	ContextRef - instant Precision UnitRef Monetary
343	pt: SharePremiumAccount	Balance sheet	ContextRef - instant Monetary Precision UnitRef
344	pt: RevaluationReserve	Balance sheet	ContextRef - instant Monetary Precision UnitRef
345	pt: OtherAggregateReserves	Balance sheet	ContextRef - instant Monetary Precision UnitRef
347	pt: ShareholderFunds	Balance sheet	ContextRef - instant Precision UnitRef Monetary
348	ae: CompanyEntitledToExemptionUnderSection249A1CompaniesAct1985	Balance sheet	Must be ‘true’ in order to be valid non-Dormant accounts True Boolean which results in the following statement: ‘For the year ending <i>made up date of accounts</i> the Company was entitled to exemption under section 249A(1) and 249A (1) of Companies Act 1985’
348.1	ae: CompanyEntitledToExemptionUnderSection249AA1CompaniesAct1985	Balance sheet(A)	Must be ‘true’ in order to be valid Dormant accounts True Boolean which results in the following statement: ‘For the year ending <i>made up date of accounts</i> the Company was entitled to exemption under section 249AA(1) of Companies Act 1985’

349	<p>ae:</p> <p>MembersHaveNotRequiredCompanyToObtainAnAudit</p>	Balance sheet(A)	<p>True Boolean which results in the following statement:</p> <p>For 1985 Act accounts - 'The members have not required the company to obtain an audit in accordance with section 249B(2) of the Companies Act 1985'</p> <p>For 2006 Act accounts - 'The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006'</p>
350	<p>ae:</p> <p>DirectorsAcknowledgeTheirResponsibilitiesUnderCompaniesAct</p>	Balance sheet(A)	<p>True Boolean which results in the following statement:</p> <p>For 1985 Act accounts - The directors acknowledge their responsibility for:</p> <ul style="list-style-type: none"> i) ensuring the company keeps accounting records which comply with Section 221 of CA 1985; and ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year, and of its profit or loss for the financial year, in accordance with the requirements of section 226 of CA 1985 , and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as is applicable to the company <p>For 2006 Act accounts - 'The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.'</p>

351	ae: AccountsAreInAccordanceWithSpecialProvisionsCompaniesActRelatingToSmallCompanies	Balance sheet	True Boolean which results in the following statement: For 1985 Act accounts - 'The accounts have been prepared in accordance with the special provisions in part VII of the Companies Act 1985 relating to small companies' For 2006 Act accounts - 'These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.'
351.1	ae.CompanyEntitledToExemptionUnderSection477CompaniesAct2006	Balance sheet	True Boolean which results in the following statement: 'For the year ending <i>made up date of accounts</i> the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.'
351.2	ae.CompanyEntitledToExemptionUnderSection480CompaniesAct2006	Balance sheet (A)	True Boolean which results in the following statement: Will cause the following statement to be output in the accounts 'For the year ending <i>made up date of accounts</i> the company was entitled to exemption under section 480 of the Companies Act 2006.
351.3	ae.AbridgedAccountsStatement	Balance sheet	True Boolean which results in the following statement: 'These accounts have been delivered in accordance with the provisions applicable to companies subject to the small companies regime.'
352	pt: DateApproval	Balance sheet (A)	Date ContextRef - instant
353	pt: NameApprovingDirector	Balance sheet (A)	ContextRef - duration
	pt: AdditionalApprovingPerson		Tuple heading
354		Balance sheet(A)	ContextRef - duration
355	pt: NameAdditionalApprovingPerson	Balance sheet(A)	ContextRef - duration
	pt: PositionAdditionalApprovingPerson		

	Notes:-		
400	ae:AccountingPolicySubTitle	Notes	ContextRef - instant
401	ae:AccountsPreparedUnderHistoricalCostConventionInAccordanceWithFRSE	Notes	True Boolean which results in the following statement: ‘The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standards for Small Entities (effective June 2002)’
401.1	ae:AccountsPreparedUnderHistoricalCostConventionInAccordanceWithFRSSE05	Notes	True Boolean which results in the following statement: ‘The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standards for Small Entities (effective January 2005)’
401.2	ae.FRSSEVersionDate	Notes	Date ContextRef - duration
	AccountingPolicy		Tuple heading
402	ae:TitleAccountingPolicy	Notes	ContextRef - duration
403		Notes	ContextRef - duration
	DepreciationRate		Tuple heading
404	ae:ContentAccountingPolicy	Notes	ContextRef - duration
405	ae:RateDepreciation ae:CategoryItem	Notes	Decimal ContextRef - duration Precision UnitRef
406	ae>TypeDepreciation	Notes	ContextRef - duration
407	pt:DepreciationAmountsWrittenOffFixedAssets	Notes	Depreciation and amounts written off fixed assets ContextRef - duration Monetary Precision UnitRef
408	pt:OperatingLeaseExpenditure	Notes	Operating lease expenditure ContextRef - duration Monetary Precision UnitRef

409	pt:TotalFeesToAuditors	Notes	Total fees to auditors ContextRef - duration Monetary Precision UnitRef
410	ae:ChargesBeforeOperatingProfit	Notes	Charges made before operating profit ContextRef - duration Monetary Precision UnitRef
418	pt:TotalUKCurrentCorporationTax	Notes	Total UK current corporation tax ContextRef - duration Monetary Precision UnitRef
419	pt:TotalDeferredTax	Notes	Total amount of deferred tax ContextRef - duration Monetary Precision UnitRef
423	ForeignExchangeRate	Notes	ContextRef -duration
425.21	pt:IntangibleFixedAssetsCostOrValuation	Notes	Intangible fixed assets, at cost or valuation ContextRef - instant Monetary Precision UnitRef
425.22	pt:IntangibleFixedAssetsAdditions	Notes	Intangible fixed assets, additions ContextRef - duration Monetary Precision UnitRef

425.23	pt:IntangibleFixedAssetsDisposals	Notes	Intangible fixed assets, disposals ContextRef - duration Monetary Precision UnitRef
425.24	ae:IntangibleFixedAssetsRevaluation	Notes	Intangible fixed assets, revaluations ContextRef - duration Monetary Precision UnitRef
425.25	pt:IntangibleFixedAssetsIncreaseDecreaseFromTransfersBetweenItems	Notes	Intangible fixed assets, transfers ContextRef -duration Monetary Precision UnitRef
426	pt:IntangibleFixedAssetsAggregateAmortisationImpairment	Notes	Intangible fixed assets, aggregate amortisation and impairment, beginning of period, end of period ContextRef - instant Monetary Precision UnitRef
427	pt:IntangibleFixedAssetsAmortisationChargedInPeriod	Notes	Intangible fixed assets, aggregate amortisation and impairment, charge in period ContextRef - duration Monetary Precision UnitRef
427.1	pt:IntangibleFixedAssetsAmortisationOnDisposals	Notes	Intangible fixed assets, aggregate amortisation and impairment, disposals ContextRef – duration Monetary Precision UnitRef

427.2	pt:IntangibleFixedAssetsAmortisationIncreaseDecreaseFromTransfersBetweenItems	Notes	Intangible Fixed Assets Amortisation Increase Decrease From Transfers Between Items ContextRef – duration Monetary Precision UnitRef
427.3	ae:IntangibleFixedAssetsAmortisationOtherAdjustments	Notes	Intangible Fixed Assets Amortisation Other Adjustments ContextRef – duration Monetary Precision UnitRef
427.5	ae:Intangible Assets FreeText Note	Notes	ContextRef - instant
428	pt:LandBuildingsCostOrValuation	Notes	Land and buildings, at cost or valuation, beginning of period and end of period ContextRef - instant Monetary Precision UnitRef
429	pt:LandBuildingsAdditions	Notes	Land and buildings, additions ContextRef - duration Monetary Precision UnitRef
430	pt:LandBuildingsDisposals	Notes	Land and buildings, disposals ContextRef - duration Monetary Precision UnitRef
430.1	pt:LandBuildingsIncreaseDecreaseFromRevaluations	Notes	Land and buildings, revaluations ContextRef - duration Monetary Precision UnitRef

430.2	pt:LandBuildingsIncreaseDecreaseFromTransfersBetweenItems	Notes	Land and buildings, transfers ContextRef - duration Monetary Precision UnitRef
432	pt:LandBuildingsDepreciation	Notes	Land and buildings, depreciation, beginning of period and end of period ContextRef - instant Monetary Precision UnitRef
433	pt:LandBuildingsDepreciationChargeForPeriod	Notes	Land and buildings, depreciation, charge for period ContextRef – duration Monetary Precision UnitRef
434	pt:LandBuildingsDepreciationDisposals	Notes	Land and buildings, depreciation, disposals ContextRef - duration Monetary Precision UnitRef
434.1	pt:LandBuildingsDepreciationIncreaseDecreaseFromTransfersBetweenItems	Notes	Land and buildings depreciation, increase/decrease from transfers Between Items ContextRef - duration Monetary Precision UnitRef
434.2	ae:LandBuildingsDepreciationOtherAdjustments	Notes	Land and buildings, depreciation - other adjustments ContextRef - duration Monetary Precision UnitRef

435	pt:PlantMachineryCostOrValuation	Notes	Plant and machinery, at cost or valuation, beginning of period, end of period ContextRef - instant Monetary Precision UnitRef
436	pt:PlantMachineryAdditions	Notes	Plant and machinery, additions ContextRef - duration Monetary Precision UnitRef
437	pt:PlantMachineryDisposals	Notes	Plant and machinery, disposals ContextRef - duration Monetary Precision UnitRef
437.1	pt:PlantMachineryIncreaseDecreaseFromRevaluations		Plant and machinery, revaluations ContextRef - duration Monetary Precision UnitRef
437.2	pt:PlantMachineryIncreaseDecreaseFromTransfersBetweenItems		Plant and machinery, transfers ContextRef - duration Monetary Precision UnitRef
438	pt:PlantMachineryDepreciation	Notes	Plant and machinery, depreciation, beginning of period ContextRef - instant Monetary Precision UnitRef
439	pt:PlantMachineryDepreciationChargeForPeriod	Notes	Plant and machinery, depreciation, charge for period ContextRef - duration Monetary Precision UnitRef

440	pt:PlantMachineryDepreciationDisposals	Notes	Plant and machinery, depreciation, disposals ContextRef - duration Monetary Precision UnitRef
440.1	pt:PlantMachineryDepreciationIncreaseDecreaseFromTransfersBetweenItems	Notes	Plant and machinery, depreciation, increase/decrease from transfers between items ContextRef - duration Monetary Precision UnitRef
440.2	ae:PlantMachineryDepreciationOtherAdjustments	Notes	Plant and machinery, depreciation, other adjustments ContextRef - duration Monetary Precision UnitRef
441	pt:FixturesFittingsToolsEquipmentCostOrValuation	Notes	Fixtures, fittings, tools and equipment, at cost or valuation, beginning of period, end of period ContextRef - instant Monetary Precision UnitRef
442	pt:FixturesFittingsToolsEquipmentAdditions	Notes	Fixtures, fittings, tools and equipment, additions ContextRef - duration Monetary Precision UnitRef
443	pt:FixturesFittingsToolsEquipmentDisposals	Notes	Fixtures, fittings, tools and equipment, disposals ContextRef - duration Monetary Precision UnitRef

443.1	pt:FixturesFittingsToolsEquipmentIncreaseDecreaseFromRevaluations	Notes	Fixtures, fittings, tools and equipment, revaluations ContextRef - duration Monetary Precision UnitRef
443.2	pt:FixturesFittingsToolsEquipmentIncreaseDecreaseFromTransfersBetweenItems	Notes	Fixtures, fittings, tools and equipment, transfers ContextRef - duration Monetary Precision UnitRef
444	pt:FixturesFittingsToolsEquipmentDepreciation	Notes	Fixtures, fittings, tools and equipment, depreciation, beginning of period, end of period ContextRef - instant Monetary Precision UnitRef
445	pt:FixturesFittingsToolsEquipmentDepreciationChargeForPeriod	Notes	Fixtures, fittings, tools and equipment, depreciation, charge for period ContextRef - duration Monetary Precision UnitRef
446	pt:FixturesFittingsToolsEquipmentDepreciationDisposals	Notes	Fixtures, fittings, tools and equipment, depreciation, disposals ContextRef - duration Monetary Precision UnitRef
446.1	pt:FixturesFittingsToolsEquipmentDepreciationIncreaseDecreaseFromTransfersBetweenItems	Notes	Fixtures, fittings, tools and equipment, depreciation, transfers ContextRef - duration Monetary Precision UnitRef

446.2	ae:FixturesFittingsToolsEquipmentDepreciationOtherAdjustments	Notes	Fixtures, fittings, tools and equipment, depreciation, other adjustments ContextRef - duration Monetary Precision UnitRef
	ae:OtherTypeTangibleFixedAsset-Analysis		Other type of tangible fixed asset – Tuple
447	ae:NameTypeTangibleFixedAsset	Notes	ContextRef - duration
	ae:CostOrValuationOtherTangibleFixedAsset		Tuple
448	ae:OtherTangibleFixedAssetCostOrValuation	Notes	Other tangible fixed asset, at cost or valuation, beginning of period, end of period ContextRef - instant Monetary Precision UnitRef
449	ae:OtherTangibleFixedAssetAdditions	Notes	Other tangible fixed asset, additions ContextRef - duration Monetary Precision UnitRef
450	ae:OtherTangibleFixedAssetDisposals	Notes	Other tangible fixed asset, disposals ContextRef - duration Monetary Precision UnitRef
450.1	ae:OtherTangibleFixedAssetRevaluation	Notes	Other tangible fixed asset, revaluations ContextRef - duration Monetary Precision UnitRef
450.2	ae:OtherTangibleFixedAssetTransfers	Notes	Other tangible fixed asset, transfers ContextRef - duration Monetary Precision UnitRef

451	ae:OtherTangibleFixedAssetDepreciation ae:DepreciationOtherTangibleFixedAsset	Notes Tuple	Other tangible fixed asset, depreciation, beginning of period ContextRef - instant Monetary Precision UnitRef
452	ae:OtherTangibleFixedAssetDepreciationChargeForPeriod	Notes	Other tangible fixed asset, depreciation, charge for period ContextRef - duration Monetary Precision UnitRef
453	ae:OtherTangibleFixedAssetDepreciationDisposals	Notes	Other tangible fixed asset, depreciation, disposals ContextRef - duration Monetary Precision UnitRef
453.1	ae:OtherTangibleFixedAssetDepreciationTransfers	Notes	Other tangible fixed asset, depreciation, transfers ContextRef - duration Monetary Precision UnitRef
453.2	ae:OtherTangibleFixedAssetDepreciationOtherAdjustments	Notes	Other tangible fixed asset, depreciation, other adjustments ContextRef - duration Monetary Precision UnitRef
304.4	ae:OtherTangibleFixedAsset	Notes	Other tangible fixed asset, net book value ContextRef - instant Monetary Precision UnitRef

454	pt:TangibleFixedAssetsCostOrValuation	Notes	Tangible fixed assets, at cost or valuation, beginning of period and end of period ContextRef - instant Monetary Precision UnitRef
455	pt:TangibleFixedAssetsAdditions	Notes	Tangible fixed assets, additions ContextRef - duration Monetary Precision UnitRef
456	pt:TangibleFixedAssetsDisposals	Notes	Tangible fixed assets, disposals ContextRef - duration Monetary Precision UnitRef
456.1	pt:TangibleFixedAssetsIncreaseDecreaseFromRevaluations	Notes	Tangible fixed assets, revaluations ContextRef – duration Monetary Precision UnitRef
456.2	pt:TangibleFixedAssetsIncreaseDecreaseFromTransfersBetweenItems	Notes	Tangible fixed assets, transfers ContextRef – duration Monetary Precision UnitRef
457	pt:TangibleFixedAssetsDepreciation	Notes	Tangible fixed assets, depreciation, beginning of period and end of period ContextRef - instant Monetary Precision UnitRef

458	pt:TangibleFixedAssetsDepreciationChargeForPeriod	Notes	Tangible fixed assets, depreciation, charge for period ContextRef - duration Monetary Precision UnitRef
459	pt:TangibleFixedAssetsDepreciationDisposals	Notes	Tangible fixed assets, depreciation, disposals ContextRef - duration Monetary Precision UnitRef
459.1	pt:TangibleFixedAssetsDepreciationIncreaseDecreaseFromTransfersBetweenItems	Notes	Tangible fixed assets, depreciation, transfers ContextRef - duration Monetary Precision UnitRef
459.2	ae:TangibleFixedAssetsDepreciationOtherAdjustments	Notes	Tangible fixed assets, depreciation, other adjustments ContextRef - duration Monetary Precision UnitRef
459.5	ae:TangibleAssetsFreeTextNote	Notes	ContextRef – instant
460	pt:TotalFixedAssetInvestmentsCostOrValuation	Notes	Investments at cost or valuation ContextRef - instant Monetary Precision UnitRef
461	pt:TotalFixedAssetsInvestmentsAdditions	Notes	Investments fixed assets, additions ContextRef - duration Monetary Precision UnitRef
462	pt:TotalFixedAssetsInvestmentsDisposals	Notes	Investments fixed assets, disposals ContextRef - duration Monetary Precision UnitRef

463	ae:InvestmentsFixedAssetsRevaluation	Notes	Investments fixed assets, revaluations ContextRef - duration Monetary Precision UnitRef
464	ae:InvestmentsFixedAssetsIncreaseDecreaseFromTransfersBetweenItems	Notes	Investments fixed assets, transfers ContextRef -duration Monetary Precision UnitRef
466.1	ae:InvestmentsFixedAssetsDepreciation	Notes	Investments fixed assets, depreciation, beginning of period, end of period ContextRef - instant Monetary Precision UnitRef
466.2	ae:InvestmentsFixedAssetsDepreciationChargedInPeriod	Notes	Investments fixed assets, depreciation charge in period ContextRef - duration Monetary Precision UnitRef
466.3	ae:InvestmentsFixedAssetsDepreciationOnDisposals	Notes	Investments fixed assets, depreciation on disposals ContextRef – duration Monetary Precision UnitRef
466.4	ae:InvestmentsFixedAssetsDepreciationOnTransfers	Notes	Investments fixed assets, depreciation on transfers ContextRef – duration Monetary Precision UnitRef
466.5	ae:InvestmentsFixedAssetsDepreciationOtherAdjustments	Notes	Investments fixed assets, depreciation on other adjustments ContextRef – duration Monetary Precision UnitRef

467	ae:InvestmentsFixed Assets FreeText Note	Notes	ContextRef – instant
467.1	pt:InvestmentPropertiesCostOrValuation	Notes	Investment Property at cost or valuation ContextRef - instant Monetary Precision UnitRef
467.2	pt:InvestmentPropertiesAdditions	Notes	Investment Property, additions ContextRef - duration Monetary Precision UnitRef
467.3	pt:InvestmentPropertiesDisposals	Notes	Investment Property, disposals ContextRef - duration Monetary Precision UnitRef
467.4	pt:InvestmentPropertiesIncreaseDecreaseFromRevaluation	Notes	Investment Property, revaluations ContextRef - duration Monetary Precision UnitRef
467.5	pt:InvestmentPropertiesIncreaseDecreaseFromTransfersBetweenItems	Notes	Investment Property, transfers ContextRef -duration Monetary Precision UnitRef
467.6	pt:InvestmentPropertiesDepreciation	Notes	Investment Property, depreciation, beginning of period, end of period ContextRef - instant Monetary Precision UnitRef

467.7	pt:InvestmentPropertiesDepreciationChargeForPeriod	Notes	Investment Property, depreciation charge in period ContextRef - duration Monetary Precision UnitRef
467.8	pt:InvestmentPropertiesDepreciationDisposals	Notes	Investment Property, depreciation on disposals ContextRef – duration Monetary Precision UnitRef
467.9	pt:InvestmentPropertiesDepreciationIncreaseDecreaseFromTransfersBetweenItems	Notes	Investment Property, depreciation on transfers ContextRef – duration Monetary Precision UnitRef
467.10	ae:InvestmentPropertyDepreciationOtherAdjustments	Notes	Investment Property, depreciation - other adjustments ContextRef – duration Monetary Precision UnitRef
467.11	ae:InvestmentPropertyFreeTextNote	Notes	ContextRef – instant
468.1	ae>TotalFixedAssetsCostOrValuation	Notes	Total fixed assets, at cost or valuation, beginning of period and end of period ContextRef - instant Monetary Precision UnitRef
468.2	ae>TotalFixedAssetsAdditions	Notes	Total fixed assets, additions ContextRef - duration Monetary Precision UnitRef

468.3	ae>TotalFixedAssetsDisposals	Notes	Total fixed assets, disposals ContextRef - duration Monetary Precision UnitRef
468.4	ae>TotalFixedAssetsRevaluation	Notes	Total fixed assets, revaluations ContextRef – duration Monetary Precision UnitRef
468.5	ae>TotalFixedAssetsIncreaseDecreaseFromTransfersBetweenItems	Notes	Total fixed assets, transfers ContextRef – duration Monetary Precision UnitRef
468.6	ae>TotalFixedAssetsDepreciation	Notes	Total fixed assets, depreciation, beginning of period and end of period ContextRef - instant Monetary Precision UnitRef
468.7	ae>TotalFixedAssetsDepreciationChargedInPeriod	Notes	Total fixed assets, depreciation, charge for period ContextRef - duration Monetary Precision UnitRef
468.8	ae>TotalFixedAssetsDepreciationOnDisposals	Notes	Total fixed assets, depreciation, disposals ContextRef - duration Monetary Precision UnitRef
468.9	ae>TotalFixedAssetsDepreciationOnTransfers	Notes	Total fixed assets, depreciation, transfers ContextRef - duration Monetary Precision UnitRef

468.10	ae:TotalFixedAssetsDepreciationOtherAdjustments	Notes	Total fixed assets, depreciation, other adjustments ContextRef - duration Monetary Precision UnitRef
468.11	ae:TotalFixed Assets FreeText Note	Notes	ContextRef – instant
469	ae: DebtorsFreeTextNote	Notes	ContextRef – instant
480	ae:InstalmentDebtsFallingDueAfter5Years	Notes	ContextRef – instant Monetary Precision UnitRef
481	ae:Non-InstalmentDebtsFallingDueAfter5Years	Notes	ContextRef – instant Monetary Precision UnitRef
482	ae:SecuredDebts	Notes	ContextRef – instant Monetary Precision UnitRef
483.1	pt:TaxationSocialSecurityDueWithinOneYear	Notes	Taxation and social security due within one year ContextRef - instant Monetary Precision UnitRef
485	ae:CreditorsDueWithinOneYearFreeTextNote	Notes	ContextRef – instant
489.1	pt:ObligationsUnderFinanceLeaseHirePurchaseContracts After	Notes	ContextRef = instant Monetary Precision UnitRef
490	OneYearsFromDirectors	Notes	ContextRef – instant Monetary Precision UnitRef
491	ae:CreditorsDueAfterOneYearFreeTextNote	Notes	ContextRef – instant

	AggregateCreditors If ae:DisplayTotalCreditorsNote (element 604) = True, ae:InstalmentDebtsFallingDueAfter5Years ae:Non-InstalmentDebtsFallingDueAfter5Years ae:SecuredDebts will be displayed under the 'Creditors' heading		
492	AggregateCreditorsFreeTextNote ...	Notes	ContextRef – instant
	pt:EquityAuthorisedDetails		Equity, authorised, details. Tuple heading
503	pt:NumberOrdinarySharesAuthorised	Balance sheet(A), Notes	Number of ordinary shares, authorised Shares ContextRef = instant Precision UnitRef
504	pt>TypeOrdinaryShare	Balance sheet(A), Notes	ContextRef = duration
505	pt:ParValueOrdinaryShare	Balance sheet(A), Notes	Par value of ordinary share ContextRef = duration Decimal Precision UnitRef
506	pt:ValueOrdinarySharesAuthorised	Balance sheet, Notes	Value of ordinary shares, authorised ContextRef = instant Monetary Precision UnitRef
	pt:NonEquityAuthorisedDetails		Non-equity, authorised, details. Tuple heading

507	pt:NumberNonEquitySharesAuthorised	Notes	Number of non-equity shares, authorised Shares ContextRef = instant Precision UnitRef
508	pt>TypeNonEquityShare	Notes	ContextRef = duration
509	pt:ParValueNonEquityShare	Notes	Par value of non-equity share ContextRef = duration Decimal Precision UnitRef
510	pt:ValueNonEquitySharesAuthorised	Notes	Value of non-equity shares, authorised ContextRef = instant Monetary Precision UnitRef
	pt:DetailsOrdinarySharesAllotted		Details of ordinary shares allotted Tuple Heading
511	pt:NumberOrdinarySharesAllotted	Balance sheet(A), Notes	Number of ordinary shares, allotted Shares ContextRef = instant Precision UnitRef
512	pt>TypeOrdinaryShare	Balance sheet(A), Notes	ContextRef = duration
513	pt:ParValueOrdinaryShare	Balance sheet(A), Notes	Par value of ordinary share ContextRef = duration Decimal Precision UnitRef

514	pt:ValueOrdinarySharesAllotted	Balance sheet(A), Notes	Value of ordinary shares, allotted ContextRef = instant Monetary Precision UnitRef
	pt:NonEquityAllottedDetails		Non-equity, allotted, details. Tuple heading
515	pt:NumberNonEquitySharesAllotted	Notes	Number of non-equity shares, allotted Shares ContextRef = instant Precision UnitRef
516	pt>TypeNonEquityShare	Notes	ContextRef = duration
517	pt:ParValueNonEquityShare	Notes	Par value of non-equity share ContextRef = duration Decimal Precision UnitRef
518	pt:ValueNonEquitySharesAllotted	Notes	Value of non-equity shares, allotted ContextRef = instant Monetary Precision UnitRef
	pt:OrdinarySharesIssuedInPeriod-Details		Ordinary shares issued in period – details Tuple Heading
519	pt:TotalNumberSharesIssued	Notes(A)	Total number of shares issued ContextRef = duration Shares Precision UnitRef
520		Notes	ContextRef = duration

pt>TypeOrdinaryShare

521	pt:ParValueOrdinaryShare	Notes	Par value of ordinary share ContextRef = duration Decimal Precision UnitRef
522	pt:TotalNominalValue	Notes(A)	Total nominal value ContextRef = duration Monetary Precision UnitRef
523	pt:TotalConsideration	Notes(A)	ContextRef = duration Monetary Precision UnitRef
	pt:NonEquitySharesDetailsAllotmentsDuringPeriod		Non-equity shares, details of allotments during period Tuple Heading
524	pt:NumberNonEquitySharesAllottedInPeriod	Notes	Number of non-equity shares allotted in period Shares ContextRef = duration Precision UnitRef
525	pt>TypeNonEquityShare	Notes	ContextRef = duration
526	pt:ParValueNonEquityShare	Notes	Par value of non-equity share ContextRef = duration Decimal Precision UnitRef
527	pt:ValueNonEquitySharesAllottedInPeriod	Notes	Value of non-equity shares allotted in period ContextRef = duration Monetary Precision UnitRef

528	pt:ConsiderationForNonEquitySharesAllottedInPeriod	Notes	ContextRef = duration Monetary Precision UnitRef
	ae:RedeemableShareDetails	Tuple	
530	ae:RedeemableSharesFreeTextNote	Notes	ContextRef – instant
531	ae:ShareCapitalFreeTextNote	Notes	ContextRef – instant
	pt:RelatedPartyDisclosures		Related party disclosures Tuple heading
534	pt:TransactionsWithDirectors	Notes	TransactionsWithDirectors
	ae:TransactionsWithDirectors	Tuple	
534.1		Notes	ContextRef – instant
534.2	ae:DirectorsName ae:DirectorsLiability	Notes	ContextRef - instant Monetary Precision UnitRef
534.3	ae:DirectorsMaximumLiability	Notes	ContextRef - duration Monetary Precision UnitRef
535	pt:StatementOnRelatedPartyDisclosure	Notes	ContextRef = duration
	ae: AdditionalNote		Tuple Additional Notes can be used to record any additional information relevant to the Accounts
536	ae: TitleAdditionalNote	Notes	Additional Notes – title (free-standing i.e. not cross-referenced to an Accounts element) ContextRef = duration
537	ae: ContentAdditionalNote	Notes	Additional Notes – content (free-standing i.e. not cross-referenced to an Accounting element) ContextRef = duration
540	ae: CompanyHasActedAsAnAgentDuringPeriod	Notes(A)	True Boolean which results in the following statement: 'During the year the company acted as an agent for a person'.

600	link:footnote	Notes	<p>Miscellaneous Notes</p> <p>Free-format Notes cross-referenced to a related Accounting element. The note will be cross referenced to the related accounting elements id-attribute which must be present for this purpose.</p> <p>Footnotes can be used to record additional information against any accounting element present in the document.</p>
604	ae:DisplayTotalCreditorsNote		<p>True Boolean which results in the elements:</p> <p>ae:InstalmentDebtsFallingDueAfter5Years, ae:Non-InstalmentDebtsFallingDueAfter5Years, ae:SecuredDebts being displayed under the 'Creditors' heading</p>

Stylesheet Identifier	Element Name	Location in Eligible Accounts Document	Description
Y001	Context Example – period-duration: <context id='y2005'> ... <period> <startDate>2004-06-01</startDate> <endDate>2005-05-31</endDate> </period>		y2005, 2004-06-01 and 2005-05-31 is the variable data as referred to in Paragraph 5.1 of Annex D. The dates must be inserted as yyyy-mm-dd.
Y002	Context Example – period- instant: <context id='s2005'> ... <period> <instant>2004-05-31</instant> </period>		s2005, 2004-05-31 is the variable data as referred to in Paragraph 5.1 of Annex D. The date must be inserted as yyyy-mm-dd.
Y003	UnitRef Example: <unit id='shares'> <measure>xbrli:shares</measure> </unit>		shares (unit id) is the variable data as referred to in Paragraph 5.2 of Annex D. Measure must be entered as xbrli:shares.
Y004	UnitRef Example: <unit id='pure'> <measure>xbrli:pure</measure> </unit>		pure (unit id) is the variable data as referred to in Paragraph 5.2 of Annex D. Measure must be entered as xbrli:oure.
Y005	UnitRef Example: <unit id='GBPshares'> <measure>iso4217:GBP</measure> </unit>		GBP, iso4217:GBP is the variable data as referred to in Paragraph 5.2 of Annex D.

Stylesheet Identifier	Element Name	Size	Description
Z001	<?xml version="1.0" ?>		The attachment should contain the underlying version of xml.
Z002	<?xml-stylesheet type="text/xsl" href="http://www.companieshouse.gov.uk/ef/xbrl/uk/fr/gaap/ae/2008-04-06/stylesheet/CH-AE-dormant-stylesheet.xsl"?>		
Z003	<?xml-stylesheet type="text/xsl" href="http://www.companieshouse.gov.uk/ef/xbrl/uk/fr/gaap/ae/2008-04-06/stylesheet/CH-AE-stylesheet.xsl"?>		
Z004	ae: CompanyDormant		Boolean
Z005	ae: CompanyNotDormant		Boolean
Z006	<xbrl xmlns='http://www.xbrl.org/2003/instance' xmlns:xsi='http://www.w3.org/2001/XMLSchema-instance' xmlns:ae='http://www.companieshouse.gov.uk/ef/xbrl/uk/fr/gaap/ae/2008-04-06' xmlns:gc='http://www.xbrl.org/uk/fr/gcd/2004-12-01' xmlns:html='http://www.w3.org/1999/xhtml' xmlns:iso4217='http://www.xbrl.org/2003/iso4217' xmlns:link='http://www.xbrl.org/2003/linkbase' xmlns:pt='http://www.xbrl.org/uk/fr/gaap/pt/2004-12-01' xmlns:xbrli='http://www.xbrl.org/2003/instance' xmlns:xlink='http://www.w3.org/1999/xlink'> <link:schemaRef xlink:arcrole='http://www.w3.org/1999/xlink/properties/linkbase' xlink:href='http://www.companieshouse.gov.uk/ef/xbrl/uk/fr/gaap/ae/2008-04-06/uk-gaap-ae-2008-04-06.xsd' xlink:type='simple' />	True True	<p>The document should contain the namespace references related to the data in the attachment and schemaRef elements that point to taxonomy schemas that support the data in the attachment.</p> <p>All references will refer to the current schemas etc that support the instance document – these may require modification in the future as new versions of the referenced objects are developed.</p>
Z007	ae: CompaniesHouseDocumentAuthentication	6 characters	Mandatory Equivalent to Director's signature, Not displayed on image Companies Authentication Code

ALLOWABLE CHARACTER SET

1. This contains the characters referred to in [paragraph 10 of this Schedule]
2. Data contained in a document should consist of the printable characters from the ASCII character set, and the new line character (hexadecimal 0a). These characters are listed in the Table 1 below with their octal and hexadecimal representations, the decimal values for the characters from the DOS 850 multilingual (Latin) character set.
3. Table 2 shows a range of 850 multilingual characters with their decimal values, and lists what these will be interpreted as by the Registrar's systems. Note that characters will be interpreted as upper case.

ALLOWABLE CHARACTERS
TABLE 1

CHARACTER	OCTAL	HEX (ASCII)	850 MULTI- LINGUAL (DECIMAL)	HEX (EBCDIC)
New line	012	0a	10	
Space	040	20	32	40
! (exclamation mark)	041	21	33	4F
“ (double quote)	042	22	34	7F
# (hash)	043	23	35	
\$ (dollar)	044	24	36	5B
% (percentage)	045	25	37	6C
& (ampersand)	046	26	38	50
7	047	27	39	7D
((left parenthesis)	050	28	40	4D
) (right parenthesis)	051	29	41	5D
* (asterisk)	052	2a	42	5C
+ (plus)	053	2b	43	4E
, (comma)	054	2c	44	6B
- (minus)	055	2d	45	60
. (fullstop)	056	2e	46	4B
/ (solidus)	057	2f	47	61
0	060	30	48	F0
1	061	31	49	F1

2	062	32	50	F2	
3	063	33	51	F3	
4	064	34	52	F4	
5	065	35	53	F5	
6	066	36	54	F6	
7	067	37	55	F7	
8	070	38	56	F8	
9	071	39	57	F9	
:	(colon)	072	3a	58	7A
;	(semicolon)	073	3b	59	5E
<	(less than)	074	3c	60	4C
=	(equal)	075	3d	61	7E
>	(greater than)	076	3e	62	6E
?	(question mark)	077	3f	63	6F
@	(at)	100	40	64	7C
A		101	41	65	C1
B		102	42	66	C2
C		103	43	67	C3
D		104	44	68	C4
E		105	45	69	C5
F		106	46	70	C6
G		107	47	71	C7
H		110	48	72	C8
I		111	49	73	C9
J		112	4a	74	D1
K		113	4b	75	D2
L		114	4c	76	D3
M		115	4d	77	D4
N		116	4e	78	D5
O		117	4f	79	D6
P		120	50	80	D7
Q		121	51	81	D8
R		122	52	82	D9

S	123	53	83	E2
T	124	54	84	E3
U	125	55	85	E4
V	126	56	86	E5
W	127	57	87	E6
X	130	58	88	E7
Y	131	59	89	E8
Z	132	5a	90	E9
[(left bracket)	133	5b	91	4A
\ (reverse solidus)	134	5c	92	E0
] (right bracket)	135	5d	93	5A
^ (circumflex)	136	5e	94	5F
_ (underline)	137	5f	95	6D
` (grave)	140	60	96	79
a	141	61	97	81
b	142	62	98	82
c	143	63	99	83
d	144	64	100	84
e	145	65	101	85
f	146	66	102	86
g	147	67	103	87
h	150	68	104	88
i	151	69	105	89
j	152	6a	106	91
k	153	6b	107	92
l	154	6c	108	93
m	155	6d	109	94
n	156	6e	110	95
o	157	6f	111	96
p	160	70	112	97
q	161	71	113	98
r	162	72	114	99
s	163	73	115	A2

t	164	74	116	A3
u	165	75	117	A4
v	166	76	118	A5
w	167	77	119	A6
x	170	78	120	A7
y	171	79	121	A8
z	172	7a	122	A9
{ (left brace)	173	7b	123	C0
(pipe)	174	7c	124	6A
} (right brace)	175	7d	125	D0
~ (tilde)	176	7e	126	A1

TABLE 2 – ISO 8859-1

INPUT CHARACTER	BITMAP	DECIMAL	WILL BE INTERPRETED AS:
£	10100011	163	£
(Yen Symbol)	10100101	165	Y
À	11000000	192	A
Á	11000001	193	A
Â	11000010	194	A
Ã	11000011	195	A
Ä	11000100	196	A
Å	11000101	197	A
Ç	11000111	199	C
È	11001000	200	E
É	11001001	201	E
Ê	11001010	202	E
Ë	11001011	203	E
Ì	11001100	204	I
Í	11001101	205	I
Î	11001110	206	I

Ï	11001111	207	I
Ñ	11010001	209	N
Ò	11010010	210	O
Ó	11010011	211	O
Ô	11010100	212	O
Õ	11010101	213	O
Ö	11010110	214	O
Ù	11011001	217	U
Ú	11011010	218	U
Û	11011011	219	U
Ü	11011100	220	U
Ý	11011101	221	Y
à	11100000	224	A
á	11100001	225	A
â	11100010	226	A
ã	11100011	227	A
ä	11100100	228	A
å	11100101	229	A
ç	11100111	231	C
è	11101000	232	E
é	11101001	233	E
ê	11101010	234	E
ë	11101011	235	E
ì	11101100	236	I
í	11101101	237	I
î	11101110	238	I
ï	11101111	239	I
ñ	11110001	241	N
ò	11110010	242	O
ó	11110011	243	O
ô	11110100	244	O
õ	11110101	245	O
ö	11110110	246	O

ø	11111000	248	O
ù	11111001	249	U
ú	11111010	250	U
û	11111011	251	U
ü	11111100	252	U
ý	11111101	253	Y
ÿ	11111111	255	Y

Notes

- (a) Data submitted by presenters will be interpreted according to the tables above. Any characters outside the defined character set shown which are filed as part of a document will be interpreted as a special character chosen by the Registrar.

SUPPLEMENTARY ENVELOPE STRUCTURE

The GovTalk Envelope will consist of all the following delivered in XBRL format as set out in Annex D:

1.1 Data for either (but not both) of elements numbered **Z002** and **Z003** in Part 3 of Annex D. The element that must be submitted is determinable as follows

(a) (if Format A Accounts are being submitted) the attachment must contain the data for element numbered **Z002**

(b) (if Format B Accounts are being submitted) the attachment must contain the data for element numbered **Z003**.

1.2 For Format A Accounts “true” has to be submitted for element numbered **Z004** in Part 3 of Annex D. For Format B Accounts “true” has to be submitted for element numbered **Z005** in Part 3 of Annex D.

1.3 The data for elements numbered **Z001** and **Z006** in Part 3 of Annex D.

1.4 A maximum of one document

1.5 Relevant Supporting data.

1.6 The definition elements.

1.7 Data for the Company Authentication Code being element numbered **Z007** in Part 3 of Annex D.

Part 3: eligible financial information

The financial and reporting information contained in the following documents constitutes eligible financial information for the purposes of these rules and each component must be supplied as part of the accounts delivered to the registrar unless identified as an optional component below:

DORMANT ACCOUNTS

Balance Sheet
Optional Director's Report
Optional Profit & Loss/ Non Trading Statement
Optional Notes

SMALL (FULL) ACCOUNTS

Balance Sheet
Director's Report
Profit & Loss/ Non Trading Statement
Notes

ABBREVIATED ACCOUNTS

Balance Sheet
Optional Director's Report
Optional Profit & Loss/ Non Trading Statement
Notes

FULL AUDITED ACCOUNTS

Balance Sheet
Directors' Report
Auditors' Report
Profit & Loss/Non Trading Statement
Notes

Schedule 8 – category of persons permitted to authenticate documents delivered using software filing

Document	Person(s) permitted to authenticate
Memorandum	[each subscriber]
Articles	[a subscriber or an agent on behalf of the subscribers]
IN01	name and signature of each subscriber or signed by the agent if delivered by him on behalf of the subscribers
AP01 AP02 AP03 AP04	director, secretary, person authorised, administrator, administrative receiver, receiver, receiver manager, Charity Commission receiver and manager, CIC Manager, Judicial Factor
CH01 CH02 CH03 CH04	director, secretary, person authorised, administrator, administrative receiver, receiver, receiver manager, Charity Commission receiver and manager, CIC Manager, Judicial Factor
TM01 TM02	director, secretary, person authorised, administrator, administrative receiver, receiver, receiver manager, Charity Commission receiver and manager, CIC Manager, Judicial Factor
AA01	director, secretary, person authorised, administrator, administrative receiver, receiver, receiver manager, Charity Commission receiver and manager, CIC Manager, Judicial Factor
AA02	Director
Abbreviated Accounts	Director
AR01	director, secretary, person authorised, administrator, administrative receiver, receiver, receiver manager, Charity Commission receiver and manager, CIC Manager, Judicial Factor
AD01	director, secretary, person authorised, administrator, administrative receiver, receiver, receiver manager, Charity Commission receiver and manager, CIC Manager, Judicial Factor
AD04	director, secretary, person authorised, administrator, administrative receiver, receiver, receiver manager, Charity Commission receiver and manager, CIC Manager, Judicial Factor
AD02	director, secretary, person authorised, administrator, administrative receiver, receiver, receiver manager, Charity Commission receiver and manager, CIC Manager, Judicial Factor
SH01	director, secretary, person authorised, administrator, administrative receiver, receiver manager, receiver, CIC Manager

REGISTRAR'S RULES 2009

VOLUME 2

REQUIREMENTS APPLICABLE TO DOCUMENTS DELIVERED TO THE REGISTRAR IN PAPER FORM

*Made 29th September 2009
Coming into force 1st October 2009*

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25. White paper and black ink

Chapter 5

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Part 1 – companies, section 1040 companies, unregistered companies, overseas companies and European Public-Limited Liability Companies

Part 2 – limited liability partnerships

The registrar of companies makes the following rules in exercise of the powers conferred by the enactments specified in Schedule 1 to this Volume of the rules.

PART 1 GENERAL INTRODUCTORY PROVISIONS

Commencement

1. The rules shall come into force on 6th April 2010.

Application of this Volume

2. (1) The rules in this Volume apply to the documents specified in these rules that are delivered to the registrar in paper form on or after 1st October 2009 but not to a document delivered in pursuance of an obligation arising before that date.

(2) Other Volumes of the registrar's rules 2009 cover the following matters-

- (a) Requirements applicable to documents delivered to the registrar in electronic form (Volume 1);
- (b) Requirements applicable to a document or part of a document delivered to the registrar on a CD-ROM or DVD-ROM (Volume 3);
- (c) Requirements applicable to instructions for the informal correction of a document delivered to the registrar (Volume 4);
- (d) Authentication of a certificate sent by the registrar by electronic means (Volume 5).

Transitional interpretation

3. (1) Except as provided in paragraph (2) and (3), any reference in these rules to a document or particular type of document delivered to the registrar shall be construed as a reference to any such document delivered to the registrar on or after 1st October 2009 other than a document delivered in pursuance of an obligation arising before that date.
- (2) Any reference in these rules to an insolvency or winding up document delivered to the registrar shall be construed as a reference to any such document delivered to the registrar on or after 6th April 2010 subject as otherwise provided in rule 4 of the Registrar's (Amendment) Rules 2010.

In this paragraph –

“an insolvency or winding up document” means a document whose delivery to the registrar is subject to requirements imposed by the Registrar’s (Amendment) Rules 2010.

- (3) This rule does not apply to Part 12 of these rules.

Definitions and general interpretation

4. (1) In this Volume of the rules-

“the 2006 Act” means the Companies Act 2006;

“Address Regulations” means the Companies (Disclosure of Address) Regulations 2009⁵;

“CIC manager”, in relation to a company that is a community interest company, means a manager appointed pursuant to section 47 of the Companies (Audit, Investigations and Community Enterprise) Act 2004;

“company” has the meaning given to it in section 1 of the 2006 Act;

“credit or financial institution” means a credit or financial institution to which section 1050 of the 2006 Act applies;

“designated member”, in relation to an LLP, shall be construed in accordance with section 8 of the Limited Liability Partnerships Act 2000;

“the EC Regulation” means the Council Regulation 2157/2001/EC of 8 October 2001 on the Statute for a European Company;

“excluded document” means an excluded insolvency document or a document delivered to the registrar under

(a) section 466 of the Companies Act 1985 or that section as applied to LLPs and section 1040 companies by the Limited Liability Partnerships Regulations

⁵ S.I. 2009/214.

⁶ 2001 and the Companies (Companies Authorised to Register) Regulations 2009⁷ respectively,

- (b) the European Public Limited-Liability Company Regulations 2004⁸ other than a document delivered under any provision in those Regulations that applies to SEs a section of the 2006 Act or subordinate legislation made under the 2006 Act,
- (c) the European Economic Interest Grouping Regulations 1989⁹,
- (d) the Limited Partnerships Act 1907, or
- (e) the Newspaper Libel and Registration Act 1881.

“excluded insolvency document” means-

- (a) a document delivered to the registrar of Northern Ireland under the Insolvency (Northern Ireland) Order 1989¹⁰ or any provision of that Order that is applied to LLPs by the Limited Liability Partnerships Regulations (Northern Ireland) 2004¹¹ or section 14 of the Limited Liability Partnerships Act 2000,
- (b) any document delivered to the registrar of companies for Scotland under the Insolvency Act 1986 or any section of that Act that is applied to LLPs by the Limited Liability Partnerships Regulations 2001, or
- (c) any of the following documents delivered to the registrar of companies for England and Wales under the specified section of the Insolvency Act 1986 or the specified Rule in the Insolvency Rules 1986¹² or that section or Rule as applied to LLPs by regulations made under section 14 of the Limited Liability Partnerships Act 2000-
 - (i) notice of administration order (rules 2.10(3) and 2.10(4));
 - (ii) administrator’s abstract of receipts and payments (rule 2.52);
 - (iii) statement of affairs (rule 2.29(1))
 - (iv) statement of concurrence (rule 2.29(2));
 - (v) notice by administrator of a change in committee membership (rule 2.51(6));
 - (vi) statement of affairs (rules 3.4(1), 4.34(2) or 4.34(3))
 - (vii) notice of winding up order (rule 4.21(3));
 - (viii) notice of order to deal with charged property (section 15(7));
 - (ix) notice of discharge of administration order or variation of administration order (section 18(4));
 - (x) administration order delivered (section 21(2));
 - (xi) statement of administrator’s proposals (section 23(1)(a));
 - (xii) notice of result of meeting of creditors (sections 24(4) and 25(6));
 - (xiii) members’ voluntary winding up declaration of solvency embodying a statement of assets and liabilities (section 89(3));
 - (xiv) early completion of winding up (section 202);

⁶ S.I. 2001/1090

⁷ S.I. 2009/ 2437

⁸ S.I. 2004/2326

⁹ S.I. 1989/638

¹⁰ S.I. 1989/2405 (NI 19)

¹¹ S.R. (NI) 2004 No 307

¹² S.I. 1986/1925

(xv) deferral of dissolution (sections 201(3) and 205(3)), or completion of winding up (sections 172(8) and 205(1)(b)).

“LLP” means a limited liability partnership registered under the Limited Liability Partnerships Act 2000;

“member” -

- (a) in relation to an SE, means a member of the management organ or administrative organ, and
- (b) in relation to an LLP, shall be construed in accordance with section 4 of the Limited Liability Partnerships Act 2000;

“non-scheduled form document” means a document or part of a document which is not required by these rules to be delivered to the registrar in scheduled form;

“overseas company” has the meaning given to it by section 1044 of the 2006 Act;

“permanent representative”, in relation to an overseas company, means a person authorised to represent an overseas company as a permanent representative of the overseas company in respect of a UK establishment;

“person authorised” means a person authorised by the directors of a company in accordance with section 270(3)(b) or section 274 of the 2006 Act;

“registered number” has the following meaning-

- (a) (in relation to a company or an overseas company) the meaning given to it in section 1066 of the 2006 Act,
- (b) (in relation to a section 1040 company) the meaning given to it in section 1066 of the 2006 Act as applied to registered section 1040 companies by regulation 18 of the Companies (Companies Authorised to Register) Regulations 2009,
- (c) (in relation to an SE) the meaning given to it in section 1066 of the 2006 Act as applied to SEs by regulation 14 of the European Public Limited-Liability Company Regulations 2004,
- (d) (in relation to an LLP) the meaning given to it in regulation 62 of the Limited Liability Partnerships (Application of Companies Act 2006) Regulations 2009¹³;

“registrar” has the meaning given to it by section 1060 of the 2006 Act;

“Registrar Regulations” means the Registrar of Companies and Applications for Striking Off Regulations 2009¹⁴;

“replacement document” means a document delivered to the registrar which is a replacement to which section 1076(1) of the 2006 Act applies other than

¹³ S.I. 2009/1804.

¹⁴ S.I. 2009/1803.

- (a) any such document which relates to a credit or financial institution that is not an overseas company, or
- (b) an excluded document;

“scheduled form” means a Schedule 2 form, a Schedule 3 form, a Schedule 4 form, a Schedule 5 form, a Schedule 6 form, a Schedule 7 form, a Schedule 8 form or a Schedule 9 form;

“Schedule 2 form” means a form in Schedule 2;

“Schedule 3 form” means a form in Schedule 3;

“Schedule 4 form” means a form in Schedule 4;

“Schedule 5 form” means a form in Schedule 5;

“Schedule 6 form” means a form in Schedule 6;

“Schedule 7 form” means a form in Schedule 7;

“Schedule 8 form” means a form in Schedule 8;

“Schedule 9 form” means a form in Schedule 9;

“SE” means a European Public-Limited Liability Company (or Societas Europaea) which is within the meaning of the EC Regulation and is to be, or is, registered in the UK;

“section 1040 company” means any of the following companies-

- (a) a company authorised by section 1040 of the 2006 Act to register under that section or a company registered under that section,
- (b) a company registered under section 680 of the Companies Act 1985, or
- (c) a company registered under Article 629 of the Companies (Northern Ireland) Order 1986¹⁵;

“unregistered company” means a body to which section 1043 of the 2006 Act applies.

(2) In this Volume of the rules -

- (a) any reference to “these rules” is a reference to the rules in this Volume of the registrar’s rules 2009 and any reference to a numbered rule, Chapter, Part or Schedule is to the rule, Chapter, Part or Schedule so numbered in this Volume;
- (b) any reference to an Act includes a reference to any subordinate legislation made under that Act.

¹⁵ S.I. 1986/1032 (NI 6).

PART 2 **MANNER OF DELIVERY AND RECEIPT**

Application and interpretation of Part

5. This Part applies to any document delivered to the registrar other than an excluded document. This Part shall be construed accordingly.

Delivery in paper form

6. (1) A document may be delivered to the registrar in paper form.
This is subject to the following proviso.

(2) Where a PROOF agreement is in force for a company or other body, a PROOF document which relates to that company or other body can not be delivered in paper form except as provided for in the PROOF agreement.

In this paragraph -

“PROOF agreement” means an agreement for delivery by electronic means under section 1070 of the 2006 Act;

“PROOF document” means a document that is included in the terms of a PROOF agreement.

Delivery and receipt

7. (1) In this rule a reference to a numbered column is a reference to a column in the table set out in paragraph (5).

(2) A document can be delivered to the registrar by one of the means of delivery specified in column 1.

(3) The addresses applicable to each means of delivery are set out in column 2.

(4) A document is to be regarded as received by the registrar when it satisfies the criterion in column 3 which corresponds to the means of delivery and delivery address used for delivery of that document.

(5) In the following table-

“Document Exchange” means the document exchange service provided by DX Network Services Ltd (company number 5023914) or The Legal Post (Scotland) Ltd (company number SC210146);

“opening hours”, in relation to an address specified in the table, means the opening hours of Companies House at that address as specified from time to time on the website companieshouse.gov.uk

(1) Means of delivery	(2) Address	(3) Receipt criteria
By post	Companies House Crown Way Cardiff Wales CF14 3UZ	When handed over at the reception desk or at a loading bay.
	Companies House Fourth Floor	When handed over at Companies House reception desk on the Fourth Floor.

	Edinburgh Quay 2 139 Fountainbridge Edinburgh Scotland EH3 9FF	
	Companies House Second Floor The Linenhall 32-38 Linenhall Street Belfast Northern Ireland BT2 8BG	When handed over at Companies House reception desk on the Second Floor.
	Companies House 4 Abbey Orchard Street Westminster London SW1P 2HT	When handed over at Companies House reception desk (accessed through the entrance door marked "Companies House")
	The Registrar of Companies PO Box 4082 Cardiff CF14 3WE	When handed over at the reception desk at Companies House, Crown Way, Cardiff or at a loading bay at that location.
Delivery by hand	Companies House Crown Way Cardiff Wales CF14 3UZ	For a delivery at any time- when handed over at the reception desk.
		For a delivery within opening hours - when handed over at a loading bay.
	Companies House Fourth Floor Edinburgh Quay 2 139 Fountainbridge Edinburgh Scotland EH3 9FF	For a delivery within opening hours- when handed over at Companies House reception desk on the Fourth Floor.
		For a delivery outside opening hours- when put through Companies House letterbox in the wall of the building at 139 Fountainbridge (the letterbox is marked "Companies House" and is in the wall that is next to the access road to the car park).
	Second Floor The Linenhall 32-38 Linenhall Street Belfast Northern Ireland BT2 8BG	For a delivery within opening hours - when handed over at Companies House reception desk on the Second Floor.
	Companies House 4 Abbey Orchard Street Westminster	For a delivery within opening hours - when handed over at Companies House reception desk (accessed through the entrance door marked "Companies

	London SW1P 2HT	House") For a delivery outside opening hours - when put through the letterbox in the entrance door marked "Companies House " at 4 Abbey Orchard Street
Document Exchange	Companies House DX 33050 Cardiff	When handed over at a loading bay at Companies House, Crown Way, Cardiff.
	Companies House ED235 Edinburgh 1	When handed over at Companies House reception desk on the Fourth Floor, Edinburgh Quay 2, 139 Fountainbridge, Edinburgh.
	Companies House LP- 4 Edinburgh 2	When handed over at Companies House reception desk on the Fourth Floor, Edinburgh Quay 2, 139 Fountainbridge, Edinburgh.
	Companies House DX 481NR Belfast 1	When handed over at Companies House reception desk on the Second Floor, The Linenhall, 32-38 Linenhall Street, Belfast.

PART 3
FORM AND AUTHENTICATION OF DOCUMENTS RELATING TO A
COMPANY

Chapter 1
Application

Application and interpretation of Part

- 8. (1) This Part imposes requirements as to the form and authentication of documents.
- (2) This Part applies to specified documents delivered to the registrar which relate to a company and this Part shall be construed accordingly. Parts 4, 5, 6 and 7 apply to documents which relate to a section 1040 company, an unregistered company, an overseas company and an SE respectively.
- (3) Parts 9 and 10 impose requirements on certified copies and verified copies and translations respectively.
- (4) For a replacement document, Part 11 imposes requirements that are in addition to the requirements imposed by this Part.

Chapter 2
Documents in Schedule 2 form delivered under the Companies Act 2006

Application of Chapter

- 9. This Chapter imposes requirements as to the use of a Schedule 2 form for specified documents delivered to the registrar under the 2006 Act.

Schedule 2 forms

10. (1) Subject to rule 12(2)(b), the Schedule 2 forms are to be used for documents delivered to the registrar under the legislative provisions which are referred to on those forms.
- (2) For some legislative provisions there is more than one Schedule 2 form. The top of a Schedule 2 form refers to the circumstances in which it is to be used.

Welsh language forms

11. (1) Each form in Part 2 of Schedule 2 is partly in Welsh and partly in English and can be used instead of a form in Part 1 of Schedule 2 where the form relates to a Welsh company.
- (2) In this rule-

“Welsh company” has the meaning given to it in section 88 of the 2006 Act.

Continuation forms

12. (1) Some of the Schedule 2 forms are continuation forms for other Schedule 2 forms. The top of a continuation form refers to “continuation page”.
- (2) When in the circumstances indicated on a Schedule 2 form the information to be inserted in that Schedule 2 form is to be continued, the information to be continued is to be inserted either-
- (a) on the appropriate continuation form (and where there is more than one continuation form for a particular Schedule 2 form the type of information to be continued determines which continuation form is to be used); or
 - (b) subject to rule 12(3), on a document whose text is in black typescript or handwritten in black ink and on paper that complies with the following requirements-

Size	A4
Colour	White
Orientation	Portrait (shorter edge across the top)”

- (3) Rule 12(2)(b) does not apply where the information to be continued includes the usual residential address of a director. The appropriate continuation form must be used for that information.

Reproduction of a Schedule 2 form

- 13 (1) Subject to rule 15, a document for which a Schedule 2 form must be used must be reproduced as set out in Schedule 2 as to its text, layout and format and must be in black ink.
- (2) Subject to rule 15, a Schedule 2 form must be on paper that complies with the following requirements-

Size	A4
Colour	White
Orientation	Portrait (Shorter edge across the top)

Barcode on some Schedule 2 forms which contain a usual residential address

14. (1) This rule applies to a form in Part 1 or Part 2 of Schedule 2 which is required by these rules to be used to deliver a document which is required by the 2006 Act to contain the usual residential address of a director.

- (2) A Schedule 2 form to which this rule applies must contain the barcode indicated on that form in Schedule 2.
- (3) A person reproducing that form for delivery to the registrar can obtain an image of the barcode from the registrar.
- (4) The barcode must be included in the Schedule 2 form in the format supplied by the registrar including it being in black ink, 13.5 mm high and 70.5 mm wide.
- (5) The barcode must be set out in the location indicated on the Schedule 2 form being as follows-
- (a) 41mm from the left edge of the page,
 - (b) 47.5mm from the top edge of the page,
 - (c) 236mm from the bottom of the page; and
 - (d) 98.55mm from the right edge of the page.

Orange coloured forms to be obtained from the registrar

15. A document for which a form is provided in Part 3 of Schedule 2 must be delivered to the registrar on a form obtained from the registrar because the form must be on orange coloured paper.

Use of black ink for text inserted in a Schedule 2 form

16. Text inserted in a Schedule 2 form must be in black typescript or handwritten in black ink.

Name and registered number

17. (1) A document specified in the following table (being one for which these rules require a Schedule 2 form to be used) is required by legislation to contain the proposed name or name and registered number of the company or proposed company to which the document relates.

Description of document	Section of the 2006 Act or regulation under which the document is delivered to the registrar	What is required by legislation?
Registration of a company		
Application for registration of a company	Section 9(2)	Proposed name
Documents relating to disclosure of addresses		
Application to registrar to refrain from disclosing information to a credit reference agency (application by a company)	Section 243(4) and regulation 6 of the Address Regulations	Name and registered number
Application to registrar to refrain from disclosing information to a credit reference agency (application by a subscriber to a memorandum of	Section 243(4) and regulation 7 of the Address Regulations	Name of the proposed company

association)		
Application to registrar to make address unavailable for public inspection (application by a company)	Section 1088 and regulation 10 of the Address Regulations	Name and registered number
Rectification of register		
Application for rectification of the register (application by a company)	Section 1095 and regulation 4 of the Registrar Regulations	Name

(2) All other Schedule 2 forms must contain the name and registered number of the company to which the Schedule 2 form relates.

(3) The name and registered number must be inserted in black typescript or handwritten in black ink in the name and number boxes on the Schedule 2 form.

Signature

18. (1) A Schedule 2 form must be signed by the person or persons indicated on the form. The signature must be applied to the Schedule 2 form where indicated on the form.

(2) Where a Schedule 2 form is delivered to the registrar under section 1025(5)(a) of the 2006 Act (requirements for administrative restoration) a former director or former member is required to sign the form instead of the person or persons indicated on the form.

Print of name of signatory on an application for striking off a company's name

19. (1) This rule applies to an application for striking a company's name off the register which is delivered to the registrar under section 1003 of the 2006 Act (Form DS 01 in Schedule 2).

(2) The name of each person who signs the Schedule 2 form must be printed where indicated on the form. That printed name must be in black typescript or handwritten in black ink.

Print of name on statement of guarantee by a parent undertaking

19A. (1) This rule applies to statements of guarantee by parent undertaking delivered to the registrar under sections 394A(2)(e), 448A(2)(e) or 479A(2)(e) of the 2006 Act (Form AA06 in Schedule 2).

(2) The 2006 Act requires the statement to be authenticated by the parent undertaking and the registrar requires that authentication to be by way of printed name of the person making the statement on behalf of the parent undertaking where indicated on the form. That printed name must be in black typescript or handwritten in black ink.

Chapter 3

Non-scheduled form documents delivered under the Companies Act 2006

Application of Chapter

20. (1) Except as provided in paragraph (2), this Chapter applies to a non-scheduled form document delivered to the registrar under the 2006 Act.
- (2) This Chapter does not apply to certified copies, verified copies or translations. Parts 9 and 10 impose requirements on certified copies and verified copies and translations respectively.

White paper and black ink

21. (1) Except as provided in paragraph (2), a document to which this Chapter applies must be on white paper and the text of the document must be in black typescript or handwritten in black ink.

(2) This rule does not apply to the following documents-

Description of document(s)	Section of the 2006 Act or regulation under which the document is delivered to the registrar
Court order or direction	
Court order (but not the copy of the court order delivered under section 649(1))(reduction of share capital)	Section 649(1)
Direction from the court dispensing with the need for a statement by the creditor	Section 887(2)
Charge documents	
Instrument by which charge is created or evidenced	Sections 860(1)
Deed containing the charge or one of the debentures of the series	Section 863(1)
Copy of the deed containing the charge or of one of the debentures of the series	Section 882(1)
Documents relating to disclosure of addresses	
Evidence relating to an application under section 243(4) of the 2006 Act	Regulation 5(3)(b), 6(3)(b), 7(3)(b) or 8(1) of the Address Regulations
Notification that a person wishes a decision under section 243 to cease to apply	Regulation 15(1)(a) of the Address Regulations
Representations as to why a revocation decision should not be made	Regulation 16(4) of the Address Regulations
Evidence relating to an application under section 1088 of the 2006 Act	Regulation 9(3)(b), 10(3)(b), 11(3)(b) and 12(1) of the Address Regulations

Name and registered number

22. (1) A document specified in the following table is required by legislation to contain the name or name and number of the company to which the document relates.

Description of document	Section of the 2006 Act or regulation under which the document is delivered to the registrar	What is required by legislation?
Memorandum of association		

Memorandum of association	Section 9(1)	Name
Form of assent		
Form of assent	Section 103(2)(a) or section 110(2)(a)	Name and number
Rectification of register		
Objection to an application for rectification of the register (objection made by the company)	Section 1095 and regulation 5(9) of the Registrar Regulations	Name

(2) A document which is specified in the following table must contain the name and registered number of the company to which the document relates.

Description of document(s)	Section of the 2006 Act or regulation under which the document is delivered to the registrar
Constitution	
Copy of resolution or agreement	Section 30(1), 94(2)(a), 100(2)(a), 106(2)(a), 602(1), 664(4)(a)
Copy of amended articles	Section 26(1)
Orders charging land: Northern Ireland	
Copies of an order (made under Article 46 of the Judgments Enforcement (Northern Ireland) Order 1981 ¹⁶) or of any notice (under Article 48 of the 1981 Order)	Section 868(1)
Copies of an order made under Article 46 of the Judgments Enforcement (Northern Ireland) Order 1981	Section 868(2)
Names	
Copy of any response received from a government department or other body (in connection with a change in a company's name)	Section 56(4)(b)
Copy of the written statement consenting to the same name but only when delivered in connection with a change in a company's name	Regulation 8(2)(c) of the Company and Business Names (Miscellaneous Provisions) Regulations 2009 ¹⁷
Auditor ceasing to hold office information	
Copy of notice of resignation of auditor	Section 517(1)
Copy of statement by auditor under section 520 of the circumstances connected with his ceasing to hold office	Section 521(1) and (2)

¹⁶ S.I. 1981/226 (NI 6).

¹⁷ S.I. 2009/1085.

Second company audit	
Copy of report under section 1248(2)(b) on whether a second audit is needed	Section 1248(6)(a)
Valuer's report	
Copy of valuer's report	Section 602(1)
Statements by directors	
Statement by the directors in connection with redenomination	Section 627(6)
Copy of solvency statement	Section 644(1)
Statement by the directors about the solvency statement	Section 644(5)
Copy of directors' statement and auditor's report required by section 714 of the 2006 Act	Section 719(4)
Draft terms	
Copy of draft terms (merger)	Section 906(1)
Details of website where draft terms of merger published	Section 906A(4)
Copy of draft terms (division)	Section 921(1)
Details of website where draft terms of division published	Section 921A(4)
Dissolved company	
Notice of disclaimer of property vesting bona vacantia	Section 1013(6)
Written consent by Crown representative (administrative restoration of company)	Section 1025(3)
Accounts and related documents	
A written notice of agreement	Section 394A(2)(e), 448A(2)(e), or 479A(2)(e)

(3) A document which is specified in the following table must contain the name and registered number of the company to which the document relates. This is subject to the proviso in column (3) of the table.

(1)	(2)	(3)
Description of document(s)	Section of the 2006 Act or regulation under which the document is delivered to the registrar	Is name and registered number required?
Accounts and related documents		
Copy of parent undertaking's consolidated accounts, copy of the auditor's report on those accounts, and copy of the consolidated annual report drawn up by the parent undertaking	Section 394A(2)(e), 448A(2)(e) or 479A(2)(e)	Yes, the name and registered number of the subsidiary filing, but only required in one of the documents comprised in the

		parent's accounts
Copy of balance sheet or abbreviated accounts and (where applicable) copy of profit and loss account, copy of directors' report, directors remuneration report and copy of auditor's report	Section 441(1)	Yes but only required in one of the documents
Copy of annual accounts in euros	Section 469(2)	Yes but only required in one of the documents comprised in the annual accounts
Copy of interim accounts	Section 838(6)	Yes but only required in one of the documents comprised in the interim accounts
Copy of initial accounts, auditor's report and (where applicable) any auditor's statement	Section 839(7)	Yes but only required in one of the documents
Revised accounts or revised report (as those terms are defined in the Companies (Revision of Defective Accounts and Reports) Regulations 2008 ¹⁸) and (where applicable) copy of the auditor's report	Regulation 14(2) of the Companies (Revision of Defective Accounts and Reports) Regulations 2008	Yes but where more than one of those documents is delivered at the same time under regulation 14(2) the name and registered number is only required in one of them

(4) A name or registered number which is required by paragraph (2) or paragraph (3) of this rule must be inserted in black typescript or handwritten in black ink in a prominent position in the document.

Signature

23. (1) Subject to paragraph (2), a document which is specified in the following table must be signed by a person or persons specified for that document in the table. The signature must be applied to the document in a prominent position unless otherwise specified in the last column of the table.

Description of document	Section of the 2006 Act or regulation under which the document is delivered to the registrar	Person or persons who must sign	Location of signature
Accounts and related documents			
Copy of balance	Section 94(2)(c)	Director	At end of balance

¹⁸ S.I 2008/373.

sheet			sheet
Copy of balance sheet, abbreviated accounts or annual accounts	Section 441(1)	Director	At end of balance sheet
Copy of annual accounts	Section 469(2)	Director	At end of balance sheet
Interim accounts	Section 838(6)	Director	At end of balance sheet
Initial accounts	Section 839(7)	Director	At end of balance sheet
Revised accounts or revised report (as those terms are defined in the Companies (Revision of Defective Accounts and Reports) Regulations 2008 and (where applicable) copy of the auditor's report	Regulation 14(2) of the Companies (Revision of Defective Accounts and Reports) Regulations 2008	Director	In a prominent position on the document but where more than one of those documents is delivered at the same time under regulation 14(2) signature is only required on one of them
Documents relating to disclosure of addresses			
Notification that a person wishes a decision under section 243 to cease to apply	Regulation 15(1)(a) of the Address Regulations	The section 243 beneficiary (as defined in the Address Regulations) or their personal representative	In a prominent position on the document
Representations from a company as to why a revocation decision should not be made (where the application under section 243 or section 1088 was made by a company)	Regulation 16(4) of the Address Regulations	Director, secretary or person authorised	In a prominent position on the document
Representations from a person who is not a company as to why a revocation	Regulation 16(4) of the Address Regulations	The section 243 beneficiary (as defined for the purposes of regulation 16 of	In a prominent position on the document

decision should not be made		the Address Regulations) or the section 1088 beneficiary (as defined in the Address Regulations)	
Statements by directors			
Copy of solvency statement	Section 644(1)	Director, secretary, person authorised or CIC manager	In a prominent position on the document
Statement by the directors about the solvency statement	Section 644(5)	All directors or a majority of the directors	In a prominent position on the document
Copy of directors' statement	Section 719(4)	Director, secretary, person authorised or CIC manager	In a prominent position on the document
Draft terms			
Details of website where draft terms of merger published	Section 906A(4)	Director	In a prominent position on the document
Details of website where draft terms of division published	Section 921A(4)	Director	In a prominent position on the document
Rectification of register			
Objection made by a company	Regulation 5(9) of the Registrar Regulations	Director, secretary, person authorised, administrator, administrative receiver, receiver manager, receiver, liquidator; or if applicable, a CIC manager, receiver and manager (appointed under section 18 of the Charities Act 1993) or a judicial factor	In a prominent position on the document
Objection made by a person who is not a company	Regulation 5(9) of the Registrar Regulations	The person making the objection	In a prominent position on the document

- (2) Where a document specified in the table in paragraph (1) is delivered to the registrar under section 1025(5)(a) of the 2006 Act (requirements for administrative restoration) a former director or former member is required to sign the document instead of the person or persons specified in the table.
- (3) The following documents are required by the 2006 Act to be authenticated by particular persons and the registrar requires that authentication to be by way of signature-
- Memorandum of association (delivered to the registrar under section 9(1) of the 2006 Act); and
 - Form of assent (delivered to the registrar under section 103(2)(a) or section 110(2)(a) of the 2006 Act).

Print of name of signatory on some documents relating to addresses

24. (1) This rule applies to the following documents delivered to the registrar under the Address Regulations -

- (a) Notification that a person wishes a decision under section 243 of the 2006 Act to cease to apply (delivered under regulation 15(1)(a)), and
- (b) Representations from a person who is not a company as to why a revocation decision should not be made (delivered under regulation 16(4)).

(2) The name of the person who signs a document to which this rule applies must be printed on the document. That printed name must be in black typescript or handwritten in black ink.

Chapter 4

Documents delivered under the Companies (Audit, Investigations and Community Enterprise) Act 2004

White paper and black ink

25. (1) This rule applies to a document delivered to the registrar under the Companies (Audit, Investigations and Community Enterprise) Act 2004.
- (2) A document to which this rule applies must be on white paper and the text of that document must be in black typescript or handwritten in black ink.

Chapter 5

Documents delivered under the Companies (Cross–Border Mergers) Regulations 2007

Application of Chapter

26. (1) This Chapter applies to a document delivered to the registrar under the Companies (Cross–Border Mergers) Regulations 2007¹⁹.
- (2) This Chapter does not apply to translations. Part 10 imposes requirements on translations.

Schedule 3 forms

27. (1) Subject to rule 27(2)(b), the Schedule 3 forms are to be used to deliver to the registrar the particulars required by regulations 12(1) and 12A(4) of the Companies (Cross–Border Mergers) Regulations 2007 being the particulars of the date, time and

¹⁹ S.I. 2007/2974 as amended by S.I. 2011/1606

place of every meeting summoned under regulation 11 and the particulars referred to in regulations 12(1)(c) and 12A(4).

(2) Two of the Schedule 3 forms are continuation forms for one of the other Schedule 3 forms. The top of the continuation form refers to “continuation page”. When in the circumstances indicated on a Schedule 3 form, the information to be inserted in that Schedule 3 form is to be continued, the information to be continued is to be inserted either-

- (a) on the appropriate continuation form (and the type of information to be continued determines which continuation form is to be used); or
- (b) on a document whose text is in black typescript or handwritten in black ink and on paper that complies with the following requirements-

Size	A4
Colour	White
Orientation	Portrait (shorter edge across the top)”

(3) A document for which a Schedule 3 form must be used must be reproduced as set out in Schedule 3 as to its text, layout and format and must be in black ink.

(4) A Schedule 3 form must be on paper that complies with the following requirements-

Size	A4
Colour	White
Orientation	Portrait (Shorter edge across the top)

(5) Text inserted in a Schedule 3 form must be in black typescript or handwritten in black ink.

(6) A Schedule 3 form must be signed by a director of the merging company. The signature must be applied to the Schedule 3 form where indicated on the scheduled form.

(7) The particulars referred to in regulation 12(1)(c) of the Companies (Cross–Border Mergers) Regulations 2007 (being particulars for which this rule requires a Schedule 3 form to be used) include the name and registered number of the company.

White paper and black ink for a non-scheduled form document

28. A non-scheduled form document to which this Chapter applies must be on white paper and the text of that document must be in black typescript or handwritten in black ink.

Name and registered number on some non-scheduled form documents

29. (1) A document which is specified in the following table must contain the name and registered number of the company to which the document relates.

Description of document(s)	Regulation of the Companies (Cross – Border Mergers) Regulations 2007 under which the document is delivered to the registrar
Copy of the order made under regulation 16 (court approval of	Regulation 19(1)

merger)	
Copy of the company's articles or resolution or agreement (to accompany the court order delivered under regulation 19)	Regulation 20(1)

(2) A name and registered number which is required by this rule must be inserted in black typescript or handwritten in black ink in a prominent position in the document.

Chapter 6 **Documents delivered under the Housing Act 1996**

Application of Chapter

30. This Chapter applies to a copy of a consent delivered to the registrar under paragraph 11(4), 13(2), 13(3), 13(4) or 13(6)(b) of Schedule 1 to the Housing Act 1996.

White paper and black ink

31. A document to which this Chapter applies must be on white paper and the text of the document must be in black typescript or handwritten in black ink.

Name and registered number

32. (1) A document to which this Chapter applies must contain the name and registered number of the company to which the document relates.

(2) A name or registered number which is required by this rule must be inserted in black typescript or handwritten in black ink in a prominent position in the document.

Chapter 7 **Documents delivered under the Insolvency Act 1986 and the Investment Bank Special Administration Regulations 2011**

Application of Chapter

32A. This Chapter applies to specified documents delivered to the registrar under the Insolvency Act 1986 and the Investment Bank Special Administration Regulations 2011.

Schedule 9 forms for documents delivered under the Insolvency Act 1986

32B. (1) This rule applies to specified documents delivered to the registrar under the Insolvency Act 1986

(2) The Schedule 9 forms are to be used for documents delivered to the registrar under the legislative provisions which are referred to on those forms. For some legislative provisions there is more than one Schedule 9 form. The top of a Schedule 9 form refers to the circumstances in which it is to be used.

(3) A document for which a Schedule 9 form must be used must be reproduced as set out in Schedule 9 as to its text, layout and format and must be in black ink.

(4) A Schedule 9 form must be on paper that complies with the following requirements-

Size	A4
Colour	White
Orientation	Portrait (Shorter edge across the top)

(5) Text inserted in a Schedule 9 form must be in black typescript or handwritten in black ink.

Schedule 9 forms for documents delivered under the Investment Bank Special Administration Regulations 2011

32C.(1) This rule applies to specified documents delivered to the registrar under the Investment Bank Special Administration Regulations 2011.

(2) In this rule-

- (a) any reference to a numbered column is a reference to a column in the table set out in paragraph (3);
- (b) any reference to a Schedule 9 form is to the specified form as amended pursuant to paragraph (3).

(3) The Schedule 9 forms specified in column 2 are to be used for documents delivered to the registrar under the legislative provisions specified in column 1 subject to the specified form being amended as required in column 3.

In column 1 of the following table-

- (a) any reference to a numbered rule is to the rule so numbered in the Investment Bank Special Administration (England and Wales) Rules 2011²⁰;
- (b) any reference to a numbered regulation is to the regulation so numbered in the Investment Bank Special Administration Regulations 2011²¹.

(1) Rule or regulation under which the document is delivered to the registrar	(2) Form number and name	(3) Amendment
Rule 51(4)	2.12B(CH) Notice of administrator's appointment	<ul style="list-style-type: none"> • Replace 'Rule 2.27' with 'Rule 51(4)'. • Replace 'The Insolvency Act 1986' with 'The Investment Bank Special Administration Regulations 2011'.
Rule 54(7)	2.16B Notice of statement of affairs	<ul style="list-style-type: none"> • Replace 'Rule 2.29' with 'Rule 54(7)'. • Replace 'The Insolvency Act 1986' with 'The Investment Bank Special Administration Regulations 2011'.
Rule 59(1)	2.17B Statement of administrator's	<ul style="list-style-type: none"> • Replace 'Rule 2.33' with 'Rule 59(1)'. • Replace 'The Insolvency Act 1986' with 'The Investment Bank Special Administration Regulations 2011'.

²⁰ S.I. 2011/1301

²¹ S.I. 2011/245

	proposals	1986' with 'The Investment Bank Special Administration Regulations 2011'.
Rule 61(3)	2.18B(CH) Notice of extension of time period	<ul style="list-style-type: none"> • Replace 'Rule 2.33' with 'Rule 61(3)'. • Replace 'The Insolvency Act 1986' with 'The Investment Bank Special Administration Regulations 2011'. • Delete 'Paragraph 49(5)(b) of Schedule B1 of the Insolvency Act 1986 ("the Schedule") has been extended to (c)' • Delete 'Paragraph 50(1)(b) of the Schedule has been extended to (c)' • Replace 'Paragraph 51(2)(b) of the Schedule' with 'Paragraph 51(2)(b) of the Schedule as applied by regulation 15 of The Investment Bank Special Administration Regulations 2011'
Rule 65(1)	2.22B(CH) Statement of administrator's revised proposals	<ul style="list-style-type: none"> • Replace '2.45' with 'Rule 65(1)'. • Replace 'The Insolvency Act 1986' with 'The Investment Bank Special Administration Regulations 2011'.
Rule 67(a)	2.23B(CH) Notice of result of meeting of creditors	<ul style="list-style-type: none"> • Replace 'In accordance with Schedule B1, paragraph 53(2) of the Insolvency Act 1986' with 'Rule 67(a)'. • Replace 'The Insolvency Act 1986' with 'The Investment Bank Special Administration Regulations 2011'.
Rule 123(1)(b)	2.24B(CH) Administrator's progress report	<ul style="list-style-type: none"> • Replace 'Rule 2.47' with 'Rule 123(1)(b)'. • Replace 'The Insolvency Act 1986' with 'The Investment Bank Special Administration Regulations 2011'.
Rule 105	2.26B(CH) [Amended] Certificate of constitution of creditors committee	<ul style="list-style-type: none"> • Replace 'Rule 2.51' with 'Rule 105'. • Replace 'The Insolvency Act 1986' with 'The Investment Bank Special Administration Regulations 2011'.
Rule 131(5)	2.28B	<ul style="list-style-type: none"> • Replace 'Rule 2.66' with 'Rule

	Notice of order to deal with charged property	131(5)'.
Rule 223(1)	2.33B Notice of court order ending administration	<ul style="list-style-type: none"> Replace ‘The Insolvency Act 1986’ with ‘The Investment Bank Special Administration Regulations 2011’. Replace ‘Rule 2.116’ with ‘Rule 223(1)’. Replace ‘The Insolvency Act 1986’ with ‘The Investment Bank Special Administration Regulations 2011’.
Rule 224(1)	2.35B Notice of move from administration to dissolution	<ul style="list-style-type: none"> Replace ‘Rule 2.118’ with ‘Rule 224(1)’. Replace ‘The Insolvency Act 1986’ with ‘The Investment Bank Special Administration Regulations 2011’. Replace ‘paragraph 84(1) of Schedule B1 to the Insolvency Act 1986’ with ‘paragraph 84(1) of Schedule B1 to the Insolvency Act 1986 as applied by regulation 15 of The Investment Bank Special Administration Regulations 2011’
Regulation 15	2.36B Notice to registrar of companies in respect of date of dissolution	<ul style="list-style-type: none"> Replace ‘Rule 2.118’ with ‘Paragraph 84(8) of Schedule B1 of the Insolvency Act 1986, as applied by regulation 15 of The Investment Bank Special Administration Regulations 2011’. Replace ‘The Insolvency Act 1986’ with ‘The Investment Bank Special Administration Regulations 2011’. Replace ‘paragraph 84(7) of Schedule B1 to the Insolvency Act 1986’ with ‘paragraph 84(7) of Schedule B1 to the Insolvency Act 1986 as applied by regulation 15 of The Investment Bank Special Administration Regulations 2011’
Rule 208(5)	2.38B(CH) Notice of resignation by administrator	<ul style="list-style-type: none"> Replace ‘Rule 2.121’ with ‘Rule 208(5)’. Replace ‘The Insolvency Act 1986’ with ‘The Investment

		Bank Special Administration Regulations 2011’.
Rule 209(6), 210(a) or 211(2)	2.39B Notice of vacation of office by administrator	<ul style="list-style-type: none"> Replace ‘Rule 2.122’ with ‘Rule 209(6), Rule 210(a), Rule 211(2)’. Replace ‘The Insolvency Act 1986’ with ‘The Investment Bank Special Administration Regulations 2011’.
Rule 218(1)	2.40B Notice of appointment of replacement / additional administrator	<ul style="list-style-type: none"> Replace ‘Rule 2.128’ with ‘Rule 218(1)’. Replace ‘The Insolvency Act 1986’ with ‘The Investment Bank Special Administration Regulations 2011’.
Rule 32(7) or 50(3)(d)	4.15A Notice of appointment of provisional liquidator in winding up by the court	<ul style="list-style-type: none"> Replace ‘Rule 4.26’ with ‘Rule 32(7), Rule 50(3)(d)’. Replace ‘The Insolvency Act 1986’ with ‘The Investment Bank Special Administration Regulations 2011’. Replace ‘Notice of appointment of provisional liquidator in winding up by the court’ with ‘Notice of appointment of provisional administrator by the court’. Replace all references to ‘provisional liquidator’ with ‘provisional administrator’.
Rule 36(5) or 50(7)	F4.39 Notice of termination of appointment of provisional liquidator	<ul style="list-style-type: none"> Replace ‘Rule 4.31’ with ‘Rule 36(5), Rule 50(7)’. Replace ‘The Insolvency Act 1986’ with ‘The Investment Bank Special Administration Regulations 2011’. Replace all references to ‘provisional liquidator’ with ‘provisional administrator’. Delete ‘winding up petition date’.
Rule 188(3)(a)	F10.2 Notice to registrar of companies of notice of disclaimer under section 178 of the Insolvency Act 1986	<ul style="list-style-type: none"> Replace ‘Rule 4.187’ with ‘Rule 188(3)(a)’. Replace ‘The Insolvency Act 1986’ with ‘The Investment Bank Special Administration Regulations 2011’. Replace ‘Section 178 of the Insolvency Act 1986’ with ‘Section 178 of the Insolvency

		<p>Act 1986 as applied by regulation 15 of The Investment Bank Special Administration Regulations 2011’.</p> <ul style="list-style-type: none"> • Replace all references to ‘liquidator’ with ‘administrator’.
Rule 249(5)	12.1 Notice to registrar of companies in respect of order under section 176A	<ul style="list-style-type: none"> • Replace ‘Rule 12A.57’ with ‘Rule 249(5)’. • Replace ‘The Insolvency Act 1986’ with ‘The Investment Bank Special Administration Regulations 2011’. • Replace references to ‘Section 176A’ with ‘Section 176A as applied by regulation 15 of The Investment Bank Special Administration Regulations 2011’. • Replaces references to ‘Section 176A of the Insolvency Act 1986’ with ‘Section 176A of the Insolvency Act 1986 as applied by regulation 15 of The Investment Bank Special Administration Regulations 2011’.

(4) Subject to the amendments specified in paragraph (3), a document for which a Schedule 9 form must be used must be reproduced as set out in Schedule 9 as to its text, layout and format and must be in black ink.

(5) A Schedule 9 form must be on paper that complies with the following requirements

Size	A4
Colour	White
Orientation	Portrait (shorter edge across the top)

(6) Text inserted in a Schedule 9 form must be in black typescript or handwritten in black ink.

White paper and black ink for a non-scheduled form document delivered under the Insolvency Act 1986

32D. (1) This rule applies to a non-scheduled form document delivered to the registrar under the Insolvency Act 1986 other than an excluded insolvency document.

(2) A non-scheduled form document to which this rule applies must be on white paper and the text of that document must be in black typescript or handwritten in black ink.

PART 4
FORM AND AUTHENTICATION OF DOCUMENTS RELATING TO A
SECTION 1040 COMPANY

Chapter 1
Application

Application and interpretation of Part

33. (1) This Part imposes requirements as to the form and authentication of documents.
- (2) This Part applies to specified documents delivered to the registrar which relate to a section 1040 company and this Part shall be construed accordingly.
- (3) Parts 9 and 10 impose requirements on certified copies and verified copies and translations respectively.
- (4) For a replacement document, Part 11 imposes requirements that are in addition to the requirements imposed by this Part.

Definition

34. In this Part-

“application for registration” means an application for registration of a section 1040 company delivered to the registrar under section 1040 of the 2006 Act.

Chapter 2

Documents in Schedule 4 form relating to an application for registration of a section 1040 company

Application of Chapter

35. This Chapter imposes requirements as to the use of a Schedule 4 form for specified documents relating to an application for registration.

Schedule 4 forms

36. (1) Subject to rule 37(2)(b), the forms in Part 1 of Schedule 4 are to be used for the following documents relating to an application for registration -
- (a) documents delivered to the registrar under Part 2 of the Companies (Companies Authorised to Register) Regulations 2009 other than documents referred to in regulations 4(4)(b), 7(3) and 9(4) of those Regulations, and
 - (b) a statement delivered to the registrar under section 56(3)(a) or section 60(2) of the 2006 Act.
- (2) The forms in Part 2 of Schedule 4 are to be used for an application delivered to the registrar under regulation 7 of the Address Regulations as applied to section 1040 companies by regulation 7(3) of the Companies (Companies Authorised to Register) Regulations 2009.

Continuation forms

37. (1) Some of the Schedule 4 forms are continuation forms for other Schedule 4 forms. The top of a continuation form refers to “continuation page”.
- (2) When in the circumstances indicated on a Schedule 4 form, the information to be inserted in that Schedule 4 form is to be continued, the information to be continued is to be inserted either-

- (a) on the appropriate continuation form (and the type of information to be continued determines which continuation form is to be used); or
- (b) subject to rule 37(3), on a document whose text is in black typescript or handwritten in black ink and on paper that complies with the following requirements-

Size	A4
Colour	White
Orientation	Portrait (shorter edge across the top)"

(3) Rule 37(2)(b) does not apply where the information to be continued includes the usual residential address of a director. The appropriate continuation form must be used for that information.

Reproduction of a Schedule 4 form

38. (1) Subject to rule 40, a document for which a Schedule 4 form must be used must be reproduced as set out in Schedule 4 as to its text, layout and format and must be in black ink.
- (2) Subject to rule 40, a Schedule 4 form must be on paper that complies with the following requirements-

Size	A4
Colour	White
Orientation	Portrait (Shorter edge across the top)

Barcode on some Schedule 4 forms which contain a usual residential address

39. (1) This rule applies to a form in Part 1 of Schedule 4 which is required by these rules to be used to deliver a document which is required by Part 2 of the Companies (Companies Authorised to Register) Regulations 2009 to contain the usual residential address of a director.
- (2) A Schedule 4 form to which this rule applies must contain the barcode indicated on that form in Schedule 4.
- (3) A person reproducing that form for delivery to the registrar can obtain an image of the barcode from the registrar.
- (4) The barcode must be included in the Schedule 4 form in the format supplied by the registrar including it being in black ink, 13.5 mm high and 70.5 mm wide.
- (5) The barcode must be set out in the location indicated on the Schedule 4 form being as follows-
- (a) 41mm from the left edge of the page,
 - (b) 47.5mm from the top edge of the page,
 - (c) 236mm from the bottom of the page; and
 - (d) 98.55mm from the right edge of the page.

Orange coloured forms to be obtained from the registrar

40. A document for which a form is provided in Part 2 of Schedule 4 must be delivered to the registrar on a form obtained from the registrar because the form must be on orange coloured paper.

Use of black ink for text inserted in a Schedule 4 form

41. Text inserted in a Schedule 4 form must be in black typescript or handwritten in black ink.

Signature

42. A Schedule 4 form must be signed by the person or persons indicated on the form. The signature must be applied to the Schedule 4 form where indicated on the form.

Chapter 3

Non-scheduled form documents relating to an application for registration of a section 1040 company

Application of Chapter

43. This Chapter applies to a non-scheduled form document relating to an application for registration delivered to the registrar under

- (a) Part 2 of the Companies (Companies Authorised to Register) Regulations 2009 other than regulation 7(3) of those Regulations, or
- (b) section 56(3)(b) of the 2006 Act or regulation 8(2) of the Company and Business Names (Miscellaneous Provisions) Regulations 2009.

White paper and black ink

44. A document to which this Chapter applies must be on white paper and the text of the document must be in black typescript or handwritten in black ink.

Chapter 4

Documents (other than documents relating to an application for registration of a section 1040 company) delivered under the Companies (Companies Authorised to Register) Regulations 2009 or the Companies Act 2006

Application of Chapter

45. (1) Except as provided in paragraphs (2) and (3), this Chapter applies to documents delivered to the registrar under

- (a) Part 3 of the Companies (Companies Authorised to Register) Regulations 2009, or
- (b) the 2006 Act.

(2) This Chapter does not apply to documents relating to an application for registration of a section 1040 company. Chapters 2 and 3 of this Part impose requirements on such documents.

(3) This Chapter does not apply to certified copies, verified copies or translations. Parts 9 and 10 impose requirements on certified copies and verified copies and translations respectively.

Requirements as to form and authentication

46. (1) A document to which this Chapter applies must comply with the applicable provisions in Part 3 of these rules. In determining which of those provisions is applicable to a particular document to which this Chapter applies, any reference in a rule in Part 3, in a Schedule 2 form or a Schedule 3 form to a legislative provision shall, unless the provision is directly applicable to a section 1040 company, be read as a reference to that legislative provision as applied to section 1040 companies by the Companies (Companies Authorised to Register) Regulations 2009.

(2) In the application of any provision of Part 3 or a Schedule 2 form or Schedule 3 form to a section 1040 company by virtue of this rule, any reference to a company shall be read as a reference to a section 1040 company.

Chapter 5 Documents delivered under the Insolvency Act 1986

Application of Chapter

46A. (1) Except as provided in paragraph (2), this Chapter applies to documents delivered to the registrar under the Insolvency Act 1986.

(2) This Chapter does not apply to an excluded insolvency document.

Requirements as to form and authentication

46B. (1) A document to which this Chapter applies must comply with the applicable provisions in Chapter 7 of Part 3 of these rules.

(2) In the application of any provision of Chapter 7 of Part 3 or a Schedule 9 form to a section 1040 company by virtue of this rule, any reference to a company shall read as a reference to a section 1040 company.

PART 5 FORM AND AUTHENTICATION OF DOCUMENTS RELATING TO AN UNREGISTERED COMPANY

Chapter 1 Application

Application and interpretation of Part

47. (1) This Part imposes requirements as to the form and authentication of documents.

(2) This Part applies to specified documents delivered to the registrar which relate to an unregistered company and this Part shall be construed accordingly.

(3) Part 10 imposes requirements on translations.

(4) For a replacement document, Part 11 imposes requirements that are in addition to the requirements imposed by this Part.

Definition

48. In this Part-

“annual return” means an annual return relating to an unregistered company delivered to the registrar under section 854 of the 2006 Act as applied to unregistered companies by regulation 3 of the Unregistered Companies Regulations 2009²².

Chapter 2 Annual Return

Application of Chapter

49. (1) This Chapter imposes requirements as to the use of a Schedule 5 form for an annual return.

²² S.I. 2009/2436.

Schedule 5 forms

50. Subject to rule 51(2)(b), the Schedule 5 forms are to be used to deliver an annual return to the registrar.

Continuation forms

51. (1) Some of the Schedule 5 forms are continuation forms for one of the other Schedule 5 forms. The top of a continuation form refers to “continuation page”.
- (2) When in the circumstances indicated on a Schedule 5 form, the information to be inserted in that Schedule 5 form is to be continued, the information to be continued is to be inserted either-
- (a) on the appropriate continuation form (and the type of information to be continued determines which continuation form is to be used); or
 - (b) on a document whose text is in black typescript or handwritten in black ink and on paper that complies with the following requirements-

Size	A4
Colour	White
Orientation	Portrait (shorter edge across the top)”

Reproduction of a Schedule 5 form

52. (1) A Schedule 5 form must be reproduced as set out in Schedule 5 as to its text, layout and format and must be in black ink.
- (2) A Schedule 5 form must be on paper that complies with the following requirements-

Size	A4
Colour	White
Orientation	Portrait (Shorter edge across the top)

Use of black ink for text inserted in a Schedule 5 form

53 Text inserted in a Schedule 5 form must be in black typescript or handwritten in black ink.

Name

54. (1) A Schedule 5 form must contain the name of the unregistered company to which the Schedule 5 form relates.
- (2) The name must be inserted in black typescript or handwritten in black ink in the name box on the Schedule 5 form.

Signature

55. A Schedule 5 form must be signed by one of the persons indicated on the form. The signature must be applied to the Schedule 5 form where indicated on the form.

Chapter 3

Documents (other than an annual return) delivered under the Unregistered Companies Regulations 2009

Application of Chapter

56. (1) Except as provided in paragraph (2), this Chapter applies to documents delivered to the registrar under the Unregistered Companies Regulations 2009.

(2) This Chapter does not apply to an annual return. Chapter 2 imposes requirements on an annual return.

Definition

57. In this Chapter-

“instrument constituting or regulating the company” means any enactment, royal charter, letters patent, deed of settlement, contract of partnership, or other instrument constituting or regulating the unregistered company.

Requirements as to form and authentication

58. (1) A document to which this Chapter applies must comply with the applicable provisions in Chapters 2 or 3 of Part 3 of these rules. In determining which of those provisions is applicable to a particular document to which this Chapter applies, any reference in a rule in Chapters 2 or 3 of Part 3 or in a Schedule 2 form to a legislative provision shall be read as a reference to that legislative provision as applied to unregistered companies by the Unregistered Companies Regulations 2009.

(2) In the application of any provision of Chapters 2 or 3 of Part 3 or a Schedule 2 form to an unregistered company by virtue of this rule-

- (a) any reference to a company shall be read as a reference to an unregistered company,
- (b) any reference to registered number shall be deleted,
- (c) the reference in rule 22(2) to amended articles shall be read as a reference to any instrument constituting or regulating the company,
- (d) the reference in rule 23(1) and in a Schedule 2 form to CIC manager shall be deleted,
- (e) the reference in rule 23(1) and in a Schedule 2 form to receiver and manager (appointed under section 18 of the Charities Act 1993) shall be deleted,
- (f) the reference in rule 23(1) and in a Schedule 2 form to judicial factor shall be deleted,
- (g) any reference in a Schedule 2 form to a company’s registered office shall be read as a reference to the unregistered company’s principal office in the United Kingdom,
- (h) any reference in a Schedule 2 form to a public company shall be read as a reference to an unregistered company which has power under the instrument constituting or regulating it to offer its shares or debentures to the public, and
- (i) any reference in a Schedule 2 form to a private company shall be read as a reference to an unregistered company which does not have power to offer its shares or debentures to the public.

Chapter 4

Documents delivered under the Companies (Cross-Border Mergers) Regulations 2007

Application of Chapter

59. (1) This Chapter applies to a document delivered to the registrar under the Companies (Cross-Border Mergers) Regulations 2007.

(2) This Chapter does not apply to translations. Part 10 imposes requirements on translations.

Schedule 6 forms

60. (1) Subject to rule 60(2)(b), the Schedule 6 forms are to be used to deliver to the registrar the particulars required by regulations 12(1) and 12A(4) of the Companies (Cross-Border Mergers) Regulations 2007 being the particulars of the date, time and place of every meeting summoned under regulation 11 and the particulars referred to in regulations 12(1)(c) and 12A(4).

(2) Two of the Schedule 6 forms are continuation forms for one of the other Schedule 6 forms. The top of the continuation form refers to “continuation page”. When in the circumstances indicated on a Schedule 6 form, the information to be inserted in that Schedule 6 form is to be continued, the information to be continued is to be inserted either-

- (a) on the appropriate continuation form (and the type of information to be continued determines which continuation form is to be used); or
- (b) on a document whose text is in black typescript or handwritten in black ink and on paper that complies with the following requirements-

Size	A4
Colour	White
Orientation	Portrait (shorter edge across the top)”

(3) A document for which a Schedule 6 form must be used must be reproduced as set out in Schedule 6 as to its text, layout and format and must be in black ink.

(4) A Schedule 6 form must be on paper that complies with the following requirements-

Size	A4
Colour	White
Orientation	Portrait (Shorter edge across the top)

(5) Text inserted in a Schedule 6 form must be in black typescript or handwritten in black ink.

(6) A Schedule 6 form must be signed by a director of the merging unregistered company. The signature must be applied to the Schedule 6 form where indicated on the scheduled form.

White paper and black ink for a non-scheduled form document

61. A non-scheduled form document to which this Chapter applies must be on white paper and the text of that document must be in black typescript or handwritten in black ink.

Name on some non-scheduled form documents

62. (1) A document which is specified in the following table must contain the name of the unregistered company to which the document relates.

Description of document(s)	Regulation of the Companies (Cross – Border Mergers) Regulations 2007 under which the document is delivered to the
----------------------------	--

	registrar
Copy of the order made under regulation 16 (court approval of merger)	Regulation 19(1)
Copy of the company's articles or resolution or agreement (to accompany the court order delivered under regulation 19)	Regulation 20(1)

(2) A name which is required by this rule must be inserted in black typescript or handwritten in black ink in a prominent position in the document.

Chapter 5 **Documents delivered under the Insolvency Act 1986**

Application of Chapter

62A. (1) Except as provided in paragraph (2), this Chapter applies to documents delivered to the registrar under the Insolvency Act 1986.

(2) This Chapter does not apply to an excluded insolvency document.

Requirements as to form and authentication

62B. (1) A document to which this Chapter applies must comply with the applicable provisions in Chapter 7 of Part 3 of these rules. In determining which of those provisions is applicable to a particular document to which this Chapter applies, any reference in a rule in Part 3 or in a Schedule 9 form to a legislative provision shall be read as a preference to that legislative provision as applied to unregistered companies by section 221 of the Insolvency Act 1986.

(2) In the application of any provision of Chapter 7 of Part 3 or a Schedule 9 form to an unregistered company by virtue of this rule, any reference to a company shall be read as a reference to an unregistered company.

PART 6
**FORM AND AUTHENTICATION OF DOCUMENTS RELATING TO AN
OVERSEAS COMPANY**

Chapter 1
Application

Application and interpretation of Part

63. (1) This Part imposes requirements as to the form and authentication of documents.
- (2) This Part applies to specified documents delivered to the registrar which relate to an overseas company and this Part shall be construed accordingly.
- (3) Parts 9 and 10 impose requirements on certified copies and translations respectively.
- (4) For a replacement document, Part 11 imposes requirements that are in addition to the requirements imposed by this Part.

Definition

64. In this Part-

“the Overseas Companies Regulations” means the Overseas Companies Regulations 2009²³.

Chapter 2
Documents in Schedule 7 form delivered under the Companies Act 2006

Application of Chapter

65. This Chapter imposes requirements as to the use of a Schedule 7 form for specified documents delivered to the registrar under the 2006 Act.

Schedule 7 forms

66. (1) Subject to rule 67(2)(b), the Schedule 7 forms are to be used for documents delivered to the registrar under the legislative provisions which are referred to on those forms.
- (2) For some legislative provisions there is more than one Schedule 7 form. The top of a Schedule 7 form refers to the circumstances in which it is to be used.

Continuation forms

67. (1) Some of the Schedule 7 forms are continuation forms for other Schedule 7 forms. The top of a continuation form refers to “continuation page”.
- (2) When in the circumstances indicated on a Schedule 7 form, the information to be inserted in that Schedule 7 form is to be continued, the information to be continued is to be inserted either-
- (a) on the appropriate continuation form (and the type of information to be continued determines which continuation form is to be used); or
 - (b) subject to rule 67(3), on a document whose text is in black typescript or handwritten in black ink and on paper that complies with the following requirements-

²³ S.I. 2009/1801.

Size	A4
Colour	White
Orientation	Portrait (shorter edge across the top)"

(3) Rule 67(2)(b) does not apply where the information to be continued includes the usual residential address of a director or permanent representative. The appropriate continuation form must be used for that information.

Reproduction of a Schedule 7 form

68. (1) Subject to rule 70, a document for which a Schedule 7 form must be used must be reproduced as set out in Schedule 7 as to its text, layout and format and must be in black ink.

(2) Subject to rule 70, a Schedule 7 form must be on paper that complies with the following requirements-

Size	A4
Colour	White
Orientation	Portrait (Shorter edge across the top)

Barcode on some Schedule 7 forms which contain a usual residential address

69. (1) This rule applies to a form in Part 1 of Schedule 7 which is required by these rules to be used to deliver a document which is required by the 2006 Act to contain the usual residential address of a director or permanent representative.

(2) A Schedule 7 form to which this rule applies must contain the barcode indicated on that form in Schedule 7.

(3) A person reproducing that form for delivery to the registrar can obtain an image of the barcode from the registrar.

(4) The barcode must be included in the Schedule 7 form in the format supplied by the registrar including it being in black ink, 13.5 mm high and 70.5 mm wide.

(5) The barcode must be set out in the location indicated on the Schedule 5 form being as follows-

- (a) 41mm from the left edge of the page,
- (b) 47.5mm from the top edge of the page,
- (c) 236mm from the bottom of the page; and
- (d) 98.55mm from the right edge of the page.

Orange coloured forms to be obtained from the registrar

70. A document for which a form is provided in Part 2 of Schedule 7 must be delivered to the registrar on a form obtained from the registrar because the form must be on orange coloured paper.

Use of black ink for text inserted in a Schedule 7 form

71. Text inserted in a Schedule 7 form must be in black typescript or handwritten in black ink.

Name and registered number

72. (1) A document specified in the following table (being one for which these rules require a Schedule 7 form to be used) is required by legislation to contain the

company's name, name of UK establishment or registered number of the overseas company to which the document relates.

Description of document	Section of the 2006 Act or regulation under which the document is delivered to the registrar	What is required by legislation?
Opening of a UK establishment		
Return of opening of a UK establishment	Regulation 4(1) (a) of the Overseas Companies Regulations	Company's name and name of the establishment if different from the name of the company
Returns of alterations		
Return of alteration in particulars	Regulation 13(1) and (5) of the Overseas Companies Regulations	Company's name, company's registered number, the name (if different from the company's name) and registered number of each UK establishment to which the return relates
Return of alteration in overseas company's constitution	Regulation 14(1) and (5) of the Overseas Companies Regulations	Company's name, company's registered number, the name (if different from the company's name) and registered number of each UK establishment to which the return relates
Return of alteration as regards filing of certified copy of constitution	Regulation 15(2) and (4) of the Overseas Companies Regulations	Company's name, company's registered number, the name (if different from the company's name) and registered number of each UK establishment to which the return relates
Return of alteration of manner of compliance with accounting requirements	Regulation 16(2) and (4) of the Overseas Companies Regulations	Company's name, company's registered number, the name (if different from the company's name) and registered number of each UK establishment to which the return relates
Document relating to disclosure of addresses		
Application for higher protection	Regulation 25(1) and paragraph 3 of Schedule 3 of the Overseas	Name and registered number

	Companies Regulations	
Rectification of register		
Application for rectification of the register (application by an overseas company)	Section 1095 as applied to overseas companies by section 1059A(5) of the 2006 Act and regulation 4 of the Registrar Regulations	Name

(2) The following documents (being ones for which these rules require a Schedule 7 form to be used) are required by legislation to contain the company's name and the registrar requires those documents to contain the registered number of the overseas company to which the document relates.

Description of document	Regulation of the Overseas Companies Regulations under which the document is delivered to the registrar
Returns in case of insolvency proceedings	
Return in case of winding up	Regulation 69(1)
Return in case of insolvency proceedings etc (other than winding up)	Regulation 71(1)
Return in case of cessation of insolvency proceedings (other than winding up)	Regulation 71(3)

(3) All other Schedule 7 forms must contain the name and registered number of the overseas company to which the Schedule 7 form relates.

(4) The name and registered number must be inserted in black typescript or handwritten in black ink in the name and number boxes on the Schedule 7 form.

Signature

73. A Schedule 7 form must be signed by the person or persons indicated on the form. The signature must be applied to the Schedule 7 form where indicated on the form.

Chapter 3

Non-scheduled form documents delivered under the Companies Act 2006

Application of Chapter

74. (1) Except as provided in paragraph (2), this Chapter applies to a non-scheduled form document delivered to the registrar under the 2006 Act.

(2) This Chapter does not apply to certified copies or translations. Parts 9 and 10 impose requirements on certified copies and translations respectively.

White paper and black ink

75. (1) Except as provided in paragraph (2), a document to which this Chapter applies must be on white paper and the text of the document must be in black typescript or handwritten in black ink.

(2) This rule does not apply to the following documents-

Description of document(s)	Section of the 2006 Act or regulation
----------------------------	---------------------------------------

	under which the document is delivered to the registrar
Documents relating to disclosure of addresses	
Evidence relating to an application for higher protection	Regulation 25 and paragraphs 2, 3 and 4(1) of Schedule 3 to the Overseas Companies Regulations
Notification that a person wishes a decision on an application for higher protection to cease to apply	Regulation 25 and paragraph 6(a) of Schedule 3 to the Overseas Companies Regulations
Representations as to why a revocation decision should not be made	Paragraph 7 of Schedule 3 to the Overseas Companies Regulations or regulation 16(4) of the Address Regulations
Evidence relating to an application under section 1088 of the 2006 Act as applied to overseas companies by section 1059A(5) of the 2006 Act	Regulation 9(3)(b) and 12(1) of the Address Regulations

Name and registered number

76. (1) An objection by an overseas company is required by legislation to contain the name of the overseas company to which the document relates.

In this paragraph-

“an objection by an overseas company” means an objection by an overseas company to an application for rectification of the register (objection delivered to the registrar under section 1095 of the 2006 Act (as applied to overseas companies by section 1059A(5) of the 2006 Act) and regulation 5(9) of the Registrar Regulations).

(2) A document which is specified in the following table must contain the name and registered number of the overseas company to which the document relates.

Description of document(s)	Section of the 2006 Act or regulation under which the document is delivered to the registrar
Names	
Copy of any response received from a government department or other body (except where that copy accompanies a return under regulation 4(1) of the Overseas Companies Regulations)	Section 56(4)(b) of the 2006 Act as applied to overseas companies by section 1047(4)(b) of the 2006 Act
Copy of the written statement consenting to the same name (except where that copy accompanies a return under regulation 4(1) of the Overseas Companies Regulations)	Section 66 of the 2006 Act as applied to overseas companies by section 1047(4)(d) of the 2006 Act and regulation 12 of the Company and Business Names (Miscellaneous Provisions) Regulations 2009

(3) A document which is specified in the following table must contain the name and registered number of the overseas company to which the document relates. This is subject to the proviso in column (3) of the table.

(1)	(2)	(3)
Description of document(s)	Regulation of the Overseas Companies Regulations under which the document is delivered to the registrar	Is name and registered number required?
Accounting documents		
Copy of the accounting documents	Regulation 32	Yes but only required in one of the documents
Copy of accounting documents	Regulation 40 (applying section 441(1) of the 2006 Act to overseas companies)	Yes but only required in one of the documents
Copy of latest accounting documents	Regulation 45	Yes but only required in one of the documents
Copy of accounting documents	Regulation 55 (applying section 441(1) of the 2006 Act to credit or financial institutions)	Yes but only required in one of the documents

(4) A name or registered number which is required by paragraph (2) or paragraph (3) of this rule must be inserted in black typescript or handwritten in black ink in a prominent position in the document.

Signature

77. A document which is specified in the following table must be signed by a person or persons specified for that document in the table. The signature must be applied to the document in a prominent position unless otherwise specified in the last column of the table.

Description of document	Regulation under which the document is delivered to the registrar	Person or persons who must sign	Location of signature
Accounting documents			
Copy of accounting documents	Regulation 32, 40 (applying section 441(1) of the 2006 Act to overseas companies), 45 or 55 (applying section 441(1) of the 2006 Act to credit or financial	Director	At end of balance sheet

	institutions)		
Documents relating to disclosure of addresses			
Notification that a person wishes a decision on an application for higher protection to cease to apply	Paragraph 6(a) of Schedule 3 to the Overseas Companies Regulations	The individual in respect of whom the application for higher protection was made or their personal representative	In a prominent position on the document
Representations as to why a revocation decision should not be made (revocation relating to application for higher protection)	Paragraph 7(4) of Schedule 3 to the Overseas Companies Regulations	Individual in respect of whom the application for higher protection was made	In a prominent position on the document
Representations as to why a revocation decision should not be made (revocation relating to section 1088 of the 2006 Act as applied to overseas companies by section 1059A(5))	Regulation 16(4) of the Address Regulations	The section 1088 beneficiary (as defined in the Address Regulations)	In a prominent position on the document
Rectification of register			
Objection made by an overseas company	Regulation 5(9) of the Registrar Regulations	Director, secretary, permanent representative, administrator, administrative receiver, receiver manager, receiver or liquidator	In a prominent position on the document
Objection made by a person who is not an overseas company	Regulation 5(9) of the Registrar Regulations	The person making the objection	In a prominent position on the document

Print of name of signatory on some documents relating to addresses

78. (1) This rule applies to-

- (a) Notification that a person wishes a decision on an application for higher protection to cease to apply (delivered to the registrar under paragraph 6 of Schedule 3 of the Overseas Companies Regulations),
 - (b) Representations as to why a decision should not be revoked (delivered under paragraph 7(4) of Schedule 3 of the Overseas Companies Regulations), and
 - (c) Representations as to why a revocation decision should not be made (delivered under regulation 16(4) of the Address Regulations).
- (2) The name of the person who signs a document to which this rule applies must be printed on the document. That printed name must be in black typescript or handwritten in black ink.

Chapter 4 **Documents delivered under the Insolvency Act 1986**

Application of Chapter

78A. (1) Except as provided in paragraph (2), this Chapter applies to documents delivered to the registrar under the Insolvency Act 1986.

(2) This Chapter does not apply to an excluded insolvency document.

Requirements as to form and authentication

78B. (1) A document to which this Chapter applies must comply with the applicable provisions in Chapter 7 of Part 3 of these rules. In determining which of those provisions is applicable to a particular document to which this Chapter applies, any reference in a rule in Part 3 or in a Schedule 9 form to a legislative provision as applied to overseas companies by sections 221 and 225 of the Insolvency Act 1986.

(2) In the application of any provision of Chapter 7 of Part 3 or a Schedule 9 form to an overseas company by virtue of this rule, any reference to a company shall be read as a reference to an overseas company.

PART 7 **FORM AND AUTHENTICATION OF DOCUMENTS RELATING TO A** **EUROPEAN PUBLIC-LIMITED LIABILITY COMPANY**

Application of Part

79. (1) Except as provided in paragraph (2), this Part applies to documents which relate to an SE delivered to the registrar under

- (a) the 2006 Act
- (b) the Companies (Audit, Investigations and Community Enterprise) Act 2004
- (c) the Housing Act 1996 and
- (d) the Insolvency Act 1986.

in each case as applied to SEs by Articles 5, 9(1)(c)(ii) and 61 of the EC Regulation and regulations 13(1B) and 14 of the European Public Limited-Liability Company Regulations 2004.

(2) This Part does not apply to certified copies, verified copies or translations. Parts 9 and 10 impose requirements on certified copies and verified copies and translations respectively.

(3) For a replacement document, Part 11 imposes requirements that are in addition to the requirements imposed by this Part.

Requirements as to form and authentication

80. (1) A document to which this Part applies must comply with the applicable provisions in Chapters 2, 3, 4, 6 and 7 of Part 3 of these rules. In determining which of those provisions is applicable to a particular document to which this Part applies, any reference in a rule in Part 3, in a Schedule 2 form or a Schedule 9 form to a legislative provision shall be read as a reference to that legislative provision as applied to SEs by the EC Regulation or the European Public Limited-Liability Company Regulations 2004.

(2) In the application of any provision of Part 3, a Schedule 2 form or a Schedule 9 form to an SE by virtue of this rule-

- (a) any reference to a company shall be read as a reference to an SE,

- (b) any reference to a director shall be read as a reference to a member, and
- (c) any reference to articles shall be read as a reference to statutes.

PART 8
FORM AND AUTHENTICATION OF DOCUMENTS RELATING TO A
LIMITED LIABILITY PARTNERSHIP

Chapter 1
Application

Application of Part

- 81. (1) This Part imposes requirements as to the form and authentication of documents.
- (2) This Part applies to specified documents delivered to the registrar which relate to an LLP and this Part shall be construed accordingly.
- (3) Parts 9 and 10 impose requirements on certified copies and verified copies and translations respectively.
- (4) For a replacement document, Part 11 imposes requirements that are in addition to the requirements imposed by this Part.

Interpretation

- 82. (1) In this Part-
 - “LLP Act” means the Limited Liability Partnerships Act 2000;
 - “LLP Regulations 2008” means the Limited Liability Partnerships (Accounts and Audit)(Application of Companies Act 2006) Regulations 2008²⁴;
 - “LLP Regulations 2009” means the Limited Liability Partnerships (Application of Companies Act 2006) Regulations 2009.
- (2) In this Part, any reference to the application by the LLP Regulations 2008 or LLP Regulations 2009 of a legislative provision relating to companies is to application of that legislative provision to LLPs.

Chapter 2
Documents in Schedule 8 form delivered under the Limited Liability
Partnerships Act 2000

Application of Chapter

- 83. This Chapter imposes requirements as to the use of a Schedule 8 form for specified documents delivered to the registrar under the LLP Act.

Schedule 8 forms

- 84. (1) Subject to rule 86(2)(b), the Schedule 8 forms are to be used for documents delivered to the registrar under the legislative provisions which are referred to on those forms.
- (2) For some legislative provisions there is more than one Schedule 8 form. The top of a Schedule 8 form refers to the circumstances in which it is to be used.

²⁴ S.I. 2008/1911.

Welsh language forms

85. (1) Each form in Part 2 of Schedule 8 is partly in Welsh and partly in English and can be used instead of a form in Part 1 of Schedule 8 where the form relates to a Welsh LLP.

(2) In this rule-

“Welsh LLP” has the meaning given to it in regulation 17 of the LLP Regulations 2009.

Continuation forms

86. (1) Some of the Schedule 8 forms are continuation forms for other Schedule 8 forms. The top of a continuation form refers to “continuation page”.

(2) When in the circumstances indicated on a Schedule 8 form, the information to be inserted in that Schedule 8 form is to be continued, the information to be continued is to be inserted either-

- (a) on the appropriate continuation form (and the type of information to be continued determines which continuation form is to be used); or
- (b) subject to rule 86(3), on a document whose text is in black typescript or handwritten in black ink and on paper that complies with the following requirements-

Size	A4
Colour	White
Orientation	Portrait (shorter edge across the top)”

(3) Rule 86(2)(b) does not apply where the information to be continued includes the usual residential address of a member of an LLP. The appropriate continuation form must be used for that information.

Reproduction of a Schedule 8 form

87. (1) Subject to rule 89, a document for which a Schedule 8 form must be used must be reproduced as set out in Schedule 8 as to its text, layout and format and must be in black ink.

(2) Subject to rule 89, a Schedule 8 form must be on paper that complies with the following requirements-

Size	A4
Colour	White
Orientation	Portrait (Shorter edge across the top)

Barcode on some Schedule 8 forms which contain a usual residential address

88. (1) This rule applies to a form in Part 1 or Part 2 of Schedule 8 which is required by these rules to be used to deliver a document which is required by the LLP Act to contain the usual residential address of a member of an LLP.

(2) A Schedule 8 form to which this rule applies must contain the barcode indicated on that form in Schedule 8.

(3) A person reproducing that form for delivery to the registrar can obtain an image of the barcode from the registrar.

- (4) The barcode must be included in the Schedule 8 form in the format supplied by the registrar including it being in black ink, 13.5 mm high and 70.5 mm wide.
- (5) The barcode must be set out in the location indicated on the Schedule 8 form being as follows-
- 41mm from the left edge of the page,
 - 47.5mm from the top edge of the page,
 - 236mm from the bottom of the page; and
 - 98.55mm from the right edge of the page.

Orange coloured forms to be obtained from the registrar

89. A document for which a form is provided in Part 3 of Schedule 8 must be delivered to the registrar on a form obtained from the registrar because the form must be on orange coloured paper.

Use of black ink for text inserted in a Schedule 8 form

90. Text inserted in a Schedule 8 form must be in black typescript or handwritten in black ink.

Name and registered number

91. (1) A document specified in the following table (being one for which these rules require a Schedule 8 form to be used) is required by legislation to contain the name and registered number of the LLP or proposed LLP to which the document relates.

Description of document	Section of the LLP Act or regulation under which the document is delivered to the registrar	What is required by legislation?
Incorporation document		
Incorporation document	Section 2(1)(a) of the LLP Act	Name
Document relating to disclosure of addresses		
Application to registrar to refrain from disclosing information to a credit reference agency (application by an LLP)	Regulation 19 of the LLP Regulations 2009 applying regulation 6 of the Address Regulations	Name and registered number
Application to registrar to refrain from disclosing information to a credit reference agency (application by a proposed member of a proposed LLP)	Regulation 19 of the LLP Regulations 2009 applying regulation 7 of the Address Regulations	Name of the proposed LLP
Cross-Border Mergers		
The particulars relating to a merging LLP as referred to in regulation 12(1)(c) of the Companies (Cross-Border Mergers)	Regulation 46 of the LLP Regulations 2009 applying the Companies (Cross-Border Mergers) Regulations 2007	Name and registered number

Regulations 2007		
Rectification of register		
Application for rectification of the register (application by an LLP)	Regulation 66 of the LLP Regulations 2009 applying section 1095 of the 2006 Act and regulation 4 of the Registrar Regulations	Name

(2) All other Schedule 8 forms must contain the name and registered number of the LLP to which the Schedule 8 form relates.

(3) The name and registered number must be inserted in black typescript or handwritten in black ink in the name and number boxes on the Schedule 8 form.

Signature

92. (1) A Schedule 8 form must be signed by the person or persons indicated on the form. The signature must be applied to the Schedule 8 form where indicated on the form.

(2) Where a Schedule 8 form is delivered to the registrar under regulation 56 of the LLP Regulations 2009 (applying section 1025(5)(a) of the 2006 Act)(requirements for administrative restoration) a former member is required to sign the form instead of the person or persons indicated on the form.

Print of name of signatory on an application for striking off an LLP's name

93. (1) This rule applies to an application for striking an LLP's name off the register which is delivered to the registrar under regulation 51 of the LLP Regulations 2009 (applying section 1003 of the 2006 Act) (Form LL DS 01 in Schedule 8).

(2) The name of each person who signs the Schedule 8 form must be printed where indicated on the form. That printed name must be in black typescript or handwritten in black ink.

Print of name on statement of guarantee by a parent undertaking

93A. (1) This rule applies to statements of guarantee by a parent undertaking delivered to the registrar under regulation 9, regulation 19A or regulation 34A of the LLP Regulations 2008 (applying sections 394A(2)(e), 448A(2)(e) and 479A(2)(e) of the 2006 Act respectively) (Form LL06 in Schedule 8).

(2) The LLP Regulations 2008 require the statement to be authenticated by the parent undertaking and the registrar requires that authentication to be by way of printed name of the person making the statement on behalf of the parent undertaking where indicated on the form. That printed name must be in black typescript or handwritten in black ink.

Chapter 3

Non-scheduled form documents (other than insolvency and winding up documents) delivered under the Limited Liability Partnerships Act 2000

Application of Chapter

94. (1) Except as provided in paragraphs (2) and (3), this Chapter applies to a non-scheduled form document delivered to the registrar under the LLP Act.

(2) This Chapter does not apply to documents delivered to the registrar under regulations made under section 14 of the LLP Act (insolvency and winding up) or the Investment Bank Special Administration Regulations 2011. Chapter 4 of this part imposes requirements on some of those documents.

(3) This Chapter does not apply to certified copies, verified copies or translations. Parts 9 and 10 impose requirements on certified copies and verified copies and translations respectively.

White paper and black ink

95. (1) Except as provided in paragraph (2), a document to which this Chapter applies must be on white paper and the text of the document must be in black typescript or handwritten in black ink.

(2) This rule does not apply to the following documents-

Description of document(s)	Regulation under which the document is delivered to the registrar
Court direction	
Direction from the court dispensing with the need for a statement by the creditor	Regulation 42 of the LLP Regulations 2009 applying section 887(2) of the 2006 Act
Charge documents	
Instrument by which charge is created or evidenced	Regulation 32 of the LLP Regulations 2009 applying section 860(1) of the 2006 Act
Deed containing the charge or one of the debentures of the series	Regulation 33 of the LLP Regulations 2009 applying section 863(1) of the 2006 Act
Copy of the deed containing the charge or of one of the debentures of the series	Regulation 40 of the LLP Regulations 2009 applying section 882(1) of the 2006 Act
Documents relating to disclosure of addresses	
Evidence relating to an application under section 243(4) of the 2006 Act	Regulation 19 of the LLP Regulations 2009 applying section 243(4) of the 2006 Act and regulations 5(3)(b), 6(3)(b), 7(3)(b) and 8(1) of the Address Regulations
Notification that a person wishes a decision under section 243 of the 2006 Act to cease to apply	Regulation 19 of the LLP Regulations 2009 applying regulation 15(1) of the Address Regulations
Representations as to why a revocation decision should not be made (revocation relating to section 243 of the 2006 Act)	Regulation 19 of the LLP Regulations 2009 applying section 243(4) of the 2006 Act and Regulation 16(4) of the Address Regulations
Evidence relating to an application under section 1088 of the 2006 Act	Regulation 66 of the LLP Regulations 2009 applying regulations 9(3)(b), 11(3)(b) and 12(1) of the Address Regulations

Representation as to why a revocation decision should not be made (revocation relating to section 1088 of the 2006 Act)	Regulation 66 of the LLP Regulations 2009 applying section 1088 of the 2006 Act and Regulation 16(4) of the Address Regulations
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Name and registered number

96. (1) An objection by an LLP is required by legislation to contain the name of the LLP to which the document relates.

In this paragraph-

“an objection by an LLP” means an objection by an LLP to an application for rectification of the register (objection delivered to the registrar under Regulation 67 of the LLP Regulations 2009 applying section 1095 of the 2006 Act and regulation 5(9) of the Registrar Regulations).

(2) A document which is specified in the following table must contain the name and registered number of the LLP to which the document relates.

Description of document(s)	Regulation under which the document is delivered to the registrar
Orders charging land: Northern Ireland	
Copies of an order (made under Article 46 of the Judgments Enforcement (Northern Ireland) Order 1981) or of any notice (under Article 48 of the 1981 Order)	Regulation 35 of the LLP Regulations 2009 applying section 868(1) of the 2006 Act
Copies of an order made under Article 46 of the Judgments Enforcement (Northern Ireland) Order 1981	Regulation 35 of the LLP Regulations 2009 applying section 868(2) of the 2006 Act
Names	
Copy of any response received from a government department or other body (in connection with a change of name of an LLP)	Regulation 8 of the LLP Regulations 2009 applying section 56(4)(b) of the 2006 Act
Copy of the written statement consenting to the same name but only when delivered in connection with a change in the name of an LLP under paragraph 5(1) of the Schedule to the LLP Act	Regulation 11 of the LLP Regulations 2009 applying section 66 of the 2006 Act and regulation 8(2)(c) of the Company and Business Names (Miscellaneous Provisions) Regulations 2009
Auditor ceasing to hold office information	
Copy of notice of resignation of auditor	Regulation 45 of the LLP Regulations 2008 applying section 517(1) of the 2006 Act
Copy of statement by auditor (under section 520 of the 2006 Act) of the circumstances connected with his ceasing to hold office	Regulation 46 of the LLP Regulations 2008 applying section 521(1) and (2) of the 2006 Act
Dissolved LLP	
Notice of disclaimer of property vesting bona vacantia	Regulation 52 of the LLP Regulations 2009 applying section 1013(6) of the 2006

	Act
Written consent by Crown representative (administrative restoration of an LLP)	Regulation 56 of the LLP Regulations 2009 applying section 1025(3) of the 2006 Act
Cross-Border Mergers	
Copy of the order made under regulation 16 of the Companies (Cross-Border Mergers) Regulations 2007 (court approval of merger)	Regulation 46 of the LLP Regulations 2009 applying regulation 19(1) of the Companies (Cross-Border Mergers) Regulations 2007
Accounts and related documents	
Notice of agreement	Regulation 9 of the LLP Regulations 2008 applying section 394A(2)(e) of the 2006 Act, Regulation 19A of the LLP Regulations 2008 applying section 448A(2)(e) of the 2006 Act or Regulation 34A of the LLP Regulations 2008 applying section 479A(2)(e) of the 2006 Act.

(3) A document which is specified in the following table must contain the name and registered number of the LLP to which the document relates. This is subject to the proviso in column (3) of the table.

(1)	(2)	(3)
Description of document(s)	Regulation under which the document is delivered to the registrar	Is name and registered number required?
Accounts and related documents		
Copy of parent undertaking's consolidated accounts, copy of the auditor's report on those accounts, and copy of the consolidated annual report drawn up by the parent undertaking	Regulation 9 of the LLP Regulations 2008 applying section 394A(2)(e) of the 2006 Act, Regulation 19A of the LLP Regulations 2008 applying section 448A(2)(e) of the 2006 Act or Regulation 34A of the LLP Regulations 2008 applying section 479A(2)(e) of the 2006 Act.	Yes, the name and registered number of the subsidiary filing, but only required in one of the documents comprised in the parent's accounts
Copy of balance sheet or abbreviated accounts and (where applicable) copy of profit and loss account and copy of auditor's report	Regulation 17 of the LLP Regulations 2008 applying section 441(1) of the 2006 Act	Yes but only required in one of the documents

Copy of annual accounts in euros	Regulation 28 of the LLP Regulations 2008 applying section 469(2) of the 2006 Act	Yes but only required in one of the documents comprised in the annual accounts
Revised accounts or revised report (as those terms are defined in the Companies (Revision of Defective Accounts and Reports) Regulations 2008) and (where applicable) copy of the auditor's report	Regulation 23 of the LLP Regulations 2008 applying section 454 of the 2006 Act and Regulation 14(2) of the Companies (Revision of Defective Accounts and Reports) Regulations 2008	Yes but where more than one of those documents is delivered at the same time under regulation 14(2) the name and registered number is only required in one of them

(4) A name or registered number which is required by paragraph (2) or (3) of this rule must be inserted in black typescript or handwritten in black ink in a prominent position in the document.

Signature

97. (1) Subject to paragraph (2), a document which is specified in the following table must be signed by a person or persons specified for that document in the table. The signature must be applied to the document in a prominent position unless otherwise specified in the last column of the table.

Description of document	Regulation under which the document is delivered to the registrar	Person or persons who must sign	Location of signature
Accounts and related documents			
Copy of balance sheet or abbreviated accounts and (where applicable) copy of profit and loss account and copy of auditor's report	Regulation 17 of the LLP Regulations 2008 applying section 441(1) of the 2006 Act	Designated member	At end of balance sheet
Copy of annual accounts in euros	Regulation 28 of the LLP Regulations 2008 applying section 469(2) of the 2006 Act	Designated member	At end of balance sheet
Revised accounts or revised report (as those terms are	Regulation 23 of the LLP Regulations 2008	Designated member	In a prominent position on the document but

defined in the Companies (Revision of Defective Accounts and Reports) Regulations 2008) and (where applicable) copy of the auditor's report	applying section 454 of the 2006 Act and regulation 14(2) of the Companies (Revision of Defective Accounts and Reports) Regulations 2008		where more than one of those documents is delivered at the same time under regulation 14(2) signature is only required on one of them
Documents relating to disclosure of addresses			
Notification that a person wishes a decision under section 243 of the 2006 Act to cease to apply	Regulation 19 of the LLP Regulations 2009 applying section 243(4) of the 2006 Act and regulation 15(1) of the Address Regulations	The section 243 beneficiary (as defined in the Address Regulations) or their personal representative	In a prominent position on the document
Representations from an LLP as to why a revocation decision should not be made (where the application under section 243 of the 2006 Act was made by an LLP)	Regulation 19 of the LLP Regulations 2009 applying section 243(4) of the 2006 Act and regulation 16(4) of the Address Regulations	Designated member or member	In a prominent position on the document
Representations from an LLP as to why a revocation decision should not be made (where the application under section 1088 of the 2006 Act was made by an LLP)	Regulation 66 of the LLP Regulations 2009 applying section 1088 of the 2006 Act and Regulation 16(4) of the Address Regulations	Designated member or member	In a prominent position on the document
Representations from a person who is not an LLP as to why a revocation decision should not be made (where application under section	Regulation 66 of the LLP Regulations 2009 applying section 1088 of the 2006 Act and regulation 16(4) of the Address Regulations	The section 1088 beneficiary (as defined in the Address Regulations)	In a prominent position on the document

1088 of the 2006 Act was made by an individual)			
Rectification of register			
Objection made by an LLP	Regulation 67 of the LLP Regulations 2009 applying section 1095 of the 2006 Act and regulation 5(9) of the Registrar Regulations	Designated member, member, administrator, administrative receiver, receiver manger, receiver, liquidator or judicial factor	In a prominent position on the document
Objection made by a person who is not an LLP	Regulation 67 of the LLP Regulations 2009 applying section 1095 of the 2006 Act and regulation 5(9) of the Registrar Regulations	The person making the objection	In a prominent position on the document

(2) Where a document specified in the table in paragraph (1) is delivered to the registrar under regulation 56 of the LLP Regulations 2009 (applying section 1025(5)(a) of the 2006 Act)(requirements for administrative restoration), a former member is required to sign the document instead of the person or persons specified in the table.

Print of name of signatory on some documents relating to addresses

98. (1) This rule applies to the following documents delivered to the registrar under regulation 19 of LLP Regulations 2009-

- (a) Notification that a person wishes a decision under section 243 of the 2006 Act to cease to apply (delivered under regulation 19 of the LLP Regulations 2009 applying regulation 15(1)(a) of the Address Regulations), and
- (b) Representations from a person who is not an LLP as to why a revocation decision should not be made (delivered under regulation 19 of the LLP Regulations 2009 applying regulation 16(4) of the Address Regulations).

(2) The name of the person who signs a document to which this rule applies must be printed on the document. That printed name must be in black typescript or handwritten in black ink.

Chapter 4

Documents delivered under regulations made under section 14 of the Limited Liability Partnerships Act 2000 (insolvency and winding up) and the Investment Bank Special Administration Regulations 2011

Application of Chapter

- 98A. (1) Except as provided in paragraph (2), this Chapter applies to documents delivered to the registrar under regulations made under section 14 of the LLP Act and the Investment Bank Special Administration Regulations 2011.
- (2) This chapter does not apply to an excluded insolvency document.

Requirements as to form and authentication

98B. (1) A document to which this Chapter applies must comply with the applicable provisions in Chapter 7 of Part 3 of these rules. In determining which of those provisions is applicable to a particular document to which this Chapter applies, any reference in a rule in Part 3 or in a Schedule 9 form to a legislative provision shall be read as a reference to that legislative provision as applied to LLPs by regulations made under section 14 of the LLP Act or the Investment Bank Special Administration Regulations 2011.

(2) In the application of any provision of Chapter 7 of Part 3 or a Schedule 9 form to an LLP by virtue of this rule,

- (a) any reference to a company shall be read as a reference to an LLP,
- (b) any reference to a director of a company shall include references to a member and designated member of an LLP.

PART 9 CERTIFIED COPIES AND VERIFIED COPIES

Chapter 1 Certified or verified copy of a charge instrument

Application of Chapter

99. This Chapter applies to a certified copy or verified copy of an instrument delivered to the registrar under the following provisions-

- (a) Sections 862(2), 866(1), 867(2), 878(1) and 880(2) of the 2006 Act,
- (b) regulation 18 of the Companies (Companies Authorised to Register) Regulations 2009 applying sections 862(2), 866(1), 867(2), 878(1) and 880(2) of the 2006 Act to section 1040 companies,
- (c) regulation 10(1) of the Overseas Companies (Execution of Documents and Registration of Charges) Regulations 2009²⁵,
- (d) Article 9(1)(c)(ii) of the EC Regulation applying sections 862(2), 866(1), 867(2), 878(1) and 880(2) of the 2006 Act to SEs, and
- (e) regulations 32, 34 and 39 of the Limited Liability Partnerships (Application of Companies Act 2006) Regulations 2009 applying sections 862(2), 866(1), 867(2), 878(1) and 880(2) of the 2006 Act to LLPs.

Requirements as to certification or verification

100. (1) The certification or verification of a copy document to which this Chapter applies must be given by a person who has an interest in the registration of the charge.

(2) The person giving the certificate or verification must sign at the end of the certificate or verification.

²⁵ S.I. 2009/1917.

Name and registered number

101. A copy document to which this Chapter applies must contain the name and registered number of the company or other body on whose register of charges the registrar is to enter the relevant charge. The name and registered number must be inserted in a prominent position in the document.

Chapter 2 Certified copy of constitution of an overseas company

Application of Chapter

102. This Chapter applies to a certified copy of the constitution of an overseas company delivered to the registrar under regulations 8(1), 14(2) or 15(2)(b)(i) of the Overseas Companies Regulations 2009.

Requirements as to certification

103. (1) The certification of a copy document to which this Chapter applies must be given by a director, secretary, permanent representative, administrator, administrative receiver, receiver manager, receiver or liquidator of the overseas company to which the copy relates.
- (2) The certificate must be in black typescript or handwritten in black ink.
- (3) The person giving the certificate must sign at the end of the certificate.

White paper and black ink

104. A copy document to which this Chapter applies must be on white paper and in black typescript or handwritten in black ink.

Name and registered number

105. (1) A certified copy of the constitution of an overseas company delivered under regulation 8(1) of the Overseas Companies Regulations 2009 must contain the name of the overseas company.
- (2) All other copy documents to which this Chapter applies must contain the name and registered number of the overseas company to which the document relates.
- (3) A name or registered number required by this rule must be inserted in black typescript or handwritten in black ink in a prominent position in the document.

PART 10 TRANSLATIONS

Chapter 1 Interpretation provisions

Definitions

106. In this Part-

“translation” means a translation into English, a translation into Welsh or a translation into a language other than English or Welsh as the case may be;

“translation into a language other than English or Welsh” means a translation into a language other than English or Welsh delivered to the registrar under

- (a) the following provisions applicable to companies

- section 1106(1) of the 2006 Act, or
 - regulation 4(4) of the Companies (Cross-Border Mergers) Regulations 2007,
- (b) the following provisions applicable to section 1040 companies
 - section 1106(1) of the 2006 Act as applied to section 1040 companies by regulation 18 of the Companies (Companies Authorised to Register) Regulations 2009, or
 - Regulation 4(4) of the Companies (Cross-Border Mergers) Regulations 2007 as applied to section 1040 companies by regulation 18 of the Companies (Companies Authorised to Register) Regulations 2009,
- (c) the following provision applicable to unregistered companies
 - regulation 4(4) of the Companies (Cross-Border Mergers) Regulations 2007,
- (d) the following provision applicable to overseas companies
 - section 1106(1) of the 2006 Act as applied to overseas companies by section 1059A(5) of the 2006 Act,
- (e) the following provision applicable to SEs
 - section 1106(1) of the 2006 Act as applied to SEs by Article 9(1)(c)(ii) of the EC Regulation and regulation 13A(3) of the European Public Limited-Liability Company Regulations 2004,
- (f) the following provisions applicable to LLPs
 - regulation 68 of the Limited Liability Partnerships (Application of Companies Act 2006) Regulations 2009 applying section 1106(1) of the 2006 Act to LLPs, or
 - regulation 46 of the Limited Liability Partnerships (Application of Companies Act 2006) Regulations 2009 applying regulation 4(4) of the Companies (Cross-Border Mergers) Regulations 2007 to LLPs;

“translation into English” means a translation into English which is delivered to the registrar under

- (a) section 1105(1) of the 2006 Act other than a translation which relates to a credit or financial institution that is not an overseas company,
- (b) the following provisions applicable to companies
 - section 1104(2) of the 2006 Act, or
 - regulation 4(1)(b) or regulation 4(3) of the Companies (Cross-Border Mergers) Regulations 2007,
- (c) The following provision applicable to section 1040 companies
 - section 1104(2) of the 2006 Act as applied to section 1040 companies by regulation 18 of the Companies (Companies Authorised to Register) Regulations 2009, or
 - regulation 4(1)(b) or regulation 4(3) of the Companies (Cross-Border Mergers) Regulations 2007 as applied to section 1040 companies by regulation 19 of the Companies (Registration of Other Companies) Regulations 2009,
- (d) the following provision applicable to unregistered companies
 - regulation 4(3) of the Companies (Cross-Border Mergers) Regulations 2007,
- (e) the following provision applicable to SEs
 - section 1104(2) of the 2006 Act as applied to SEs by Article 9(1)(c)(ii) of the EC Regulation, or

- section 1105(1) of the 2006 Act as applied to SEs by regulation 13A(3) of the European Public Limited-Liability Company Regulations 2004,
- (f) the following provisions applicable to LLPs
 - regulation 68 of the Limited Liability Partnerships (Application of Companies Act 2006) Regulations 2009 applying section 1104(2) or section 1105(1) of the 2006 Act to LLPs, or
 - regulation 46 of the Limited Liability Partnerships (Application of Companies Act 2006) Regulations 2009 applying regulation 4(1)(b) or regulation 4(3) of the Companies (Cross-Border Mergers) Regulations 2007 to LLPs;

“translation into Welsh” means a translation into Welsh delivered to the registrar under

- (a) the following provisions applicable to companies
 - section 1104(4) of the 2006 Act, or
 - regulation 4(1)(b) of the Companies (Cross-Border Mergers) Regulations 2007,
- (b) the following provisions applicable to section 1040 companies
 - section 1104(4) of the 2006 Act as applied to section 1040 companies by regulation 18 of the Companies (Companies Authorised to Register) Regulations 2009, or
 - regulation 4(1)(b) of the Companies (Cross-Border Mergers) Regulations 2007 as applied to section 1040 companies by regulation 18 of the Companies (Companies Authorised to Register) Regulations 2009,
- (c) the following provision applicable to an SE
 - section 1104(4) of the 2006 Act as applied to SEs by Article 9(1)(c)(ii) of the EC Regulation,
- (d) the following provisions applicable to LLPs
 - regulation 68 of the Limited Liability Partnerships (Application of Companies Act 2006) Regulations 2009 applying section 1104(4) of the 2006 Act to LLPs, or
 - regulation 46 of the Limited Liability Partnerships (Application of Companies Act 2006) Regulations 2009 applying regulation 4(1)(b) of the Companies (Cross-Border Mergers) Regulations 2007 to LLPs.

Chapter 2

Certification of a translation

Requirements as to certification

107. (1) The certification of a translation as accurate must be given by one of the persons specified for that translation in the following table.

Description of translation	Person who must certify
Translation of a document relating to a company or a section 1040 company	A director, secretary, person authorised, administrator, administrative receiver, receiver manager, receiver, liquidator; or if applicable, a CIC manager, receiver and manager (appointed under section 18 of the Charities Act 1993) or

	judicial factor, in each case, of the company or section 1040 company to which the document relates
Translation of a document relating to an unregistered company	A director, secretary, person authorised, administrator, administrative receiver, receiver manager, receiver or liquidator, in each case, of the unregistered company to which the document relates
Translation of a document relating to an overseas company	A director, secretary, permanent representative, administrator, administrative receiver, receiver manager, receiver, liquidator or judicial factor, in each case, of the overseas company to which the document relates
Translation of a document relating to an SE	A member, administrator, administrative receiver, receiver manager, receiver, liquidator; or if applicable, a CIC manager, receiver and manager (appointed under section 18 of the Charities Act 1993) or judicial factor, in each case, of the SE to which the document relates
Translation of a document relating to an LLP	A member, designated member, administrator, administrative receiver, receiver manager, receiver, liquidator or judicial factor, in each case, of the LLP to which the document relates

- (2) The certificate must be in black typescript or handwritten in black ink.
(3) The person giving the certificate must sign at the end of the certificate.

Chapter 3 Form and authentication of translations

Requirements as to form of translation

108. (1) This rule imposes requirements on all translations. Rules 109 and 110 impose additional requirements as to form and authentication of some translations.

(2) A scheduled form translation (defined in paragraph (4)) must be delivered to the registrar in the relevant scheduled form. That translation must comply with the requirements in Parts 3, 4, 5, 6, 7 and 8 as the case may be which are applicable to that scheduled form except any such requirements as to signature, supply of name and registered number and supply of a print of the name of signatory.

(3) A non-scheduled form translation (defined in paragraph (4)) must be on white paper and the text of the translation must be in black typescript or handwritten in black ink.

(4) In this rule-

“non-scheduled form translation” means a translation which is not a scheduled form translation;

“scheduled form translation” means a translation of a document that is or was delivered in scheduled form or that would have been delivered in scheduled form if delivered in paper form instead of in electronic form.

Translation covering form (translation into a language other than English or Welsh)

109. (1) This rule applies to a translation into a language other than English or Welsh. The requirements in this rule are in addition to those imposed by rule 108.

(2) A translation to which this rule applies must be accompanied by the following information-

- (a) a description of the original document to which the translation relates, and
- (b) (if the original document does not accompany the translation) the date of registration of that original document by the registrar.

(3) That information must be delivered to the registrar in a translation covering form (defined in paragraph (9)).

(4) A translation covering form must be reproduced as set out in Schedule 10 as to its text, layout and format and must be in black ink.

(5) A translation covering form must be on paper that complies with the following requirements-

Size	A4
Colour	White
Orientation	Portrait (Shorter edge across the top)

(6) Text inserted in a translation covering form must be in black typescript or handwritten in black ink.

(7) A translation covering form must contain the name and registered number of the company or other body to which the form relates except that the requirement for registered number does not apply to such a form which relates to an unregistered company. The name and registered number must be inserted in black typescript or handwritten in black ink in the name and number boxes on the translation covering form.

(8) A translation covering form must be signed by one of the persons indicated on that form. The signature must be applied to the translation covering form where indicated on the form.

(9) In this rule-

“translation covering form” means the following form-

- (a) (for a document relating to a company, a section 1040 company, an unregistered company, an overseas company or an SE) the form in Part 1 of Schedule 10;
- (b) (for a document relating to an LLP) the form in Part 2 of Schedule 10.

Name and registered number (translation into Welsh)

110. A translation into Welsh must contain the name and registered number of the company or other body to which the translation relates. The name and registered number must be inserted in black typescript or handwritten in black ink in a prominent position in the translation.

PART 11 **REPLACEMENT DOCUMENTS**

Requirements applicable to a replacement document

111. A replacement document (as defined in rule 4) must comply with the following-
- (a) the requirements in Part 2 (manner of delivery and receipt),
 - (b) the requirements in Parts 3, 4, 5, 6, 7, 8, 9 and 10 (as the case may be) that are applicable to that document, and
 - (c) the requirements in rule 112 (replacement covering form).

Replacement covering form

112. (1) A replacement document must be accompanied by the following information-
- (a) a description of the original document to which the replacement relates, and
 - (b) the date of registration of that original document by the registrar.
- (2) That information must be delivered to the registrar in a replacement covering form (defined in paragraph 8).
- (3) A replacement covering form must be reproduced as set out in Schedule 11 as to its text, layout and format and must be in black ink.
- (4) A replacement covering form must be on paper that complies with the following requirements-

Size	A4
Colour	White
Orientation	Portrait (Shorter edge across the top)

- (5) Text inserted in a replacement covering form must be in black typescript or handwritten in black ink.
- (6) A replacement covering form must contain the name and registered number of the company or other body to which the form relates except that the requirement for registered number does not apply to such a form which relates to an unregistered company. The name and registered number must be inserted in black typescript or handwritten in black ink in the name and number boxes on the replacement covering form.
- (7) A replacement covering form must be signed by one of the persons indicated on that form. The signature must be applied to the replacement covering form where indicated on the form.
- (8) In this rule-
“replacement covering form” means the following form-
 - (a) (for a document relating to a company, a section 1040 company, an unregistered company, an overseas company or an SE) the form in Part 1 of Schedule 11;
 - (b) (for a document relating to an LLP) the form in Part 2 of Schedule 11.

PART 12 **REVOCATION**

Revocation of existing rules

113. (1) The existing rules (defined in paragraph (3)) are revoked, subject to paragraph (2).

(2) The revocation of the existing rules does not affect the operation of those rules in relation to a document delivered to the registrar in pursuance of an obligation arising before 1st October 2009.

(3) In this rule-

“existing rules” means

- (a) the registrar’s rules 2007 ; and
- (b) the requirements in regulation 5 of the Companies (Welsh Language Forms and Documents) Regulations 1994²⁶ that took effect pursuant to paragraph 1 of Schedule 5 to the Companies Act 2006 (Commencement No.1, Transitional Provisions and Savings) Order 2006²⁷ as if they were imposed by means of rules under section 1117 of the 2006 Act.

Signed by:

Gareth Jones - Registrar of Companies for England and Wales

Dorothy Blair - Registrar of Companies for Scotland

Helen Shilliday - Registrar of Companies for Northern Ireland

²⁶ S.I. 1994/117

²⁷ S.I. 2006/3428

SCHEDULE 1
PROVISIONS CONFERRING POWERS EXERCISED IN MAKING THESE
RULES

- (1) The following provisions of the Companies Act 2006-
Sections 1059A, 1068, 1071, 1076(3), 1106(4), 1111 and 1117
- (2) Section 26 of the Welsh Language Act 1993
- (3) The following provisions of the Companies (Cross-Border Mergers) Regulations 2007-
Regulations 4(1)(b), 4(4), 12(6)(a) and 19(4)(a)
- (4) Regulation 3 of the Unregistered Companies Regulations 2009
- (5) Regulation 13A(3) of the European Public Limited-Liability Company Regulations 2004
- (6) The following provisions of the Limited Liability Partnerships Act 2000 and the Limited Liability Partnerships (Application of Companies Act 2006) Regulations 2009
Section 15 and 17 of the Limited Liability Partnerships Act 2000
Regulation 46 and 68 of the Limited Liability Partnerships (Application of Companies Act 2006) Regulations 2009

SCHEDULE 2
SCHEDULED FORMS FOR DOCUMENTS RELATING TO COMPANIES
DELIVERED UNDER THE COMPANIES ACT 2006

Part 1 English forms

<u>Form</u>	<u>Name of Form</u>
<u>AA01</u>	<u>Change of accounting reference date</u>
<u>AA03</u>	<u>Notice of resolution removing auditors from office</u>
<u>AA06</u>	<u>Statement of guarantee by a parent undertaking of a subsidiary company</u>
<u>RT01</u>	<u>Application for administrative restoration to the Register</u>
<u>AR01</u>	<u>Annual Return with a made up date before 1 October 2011</u>
<u>AR01</u>	<u>Annual Return with a made up date on or after 1 October 2011</u>
<u>AD02</u>	<u>Notification of single alternative inspection location (SAIL)</u>
<u>AD03</u>	<u>Change of location of the company records to the single alternative inspection location (SAIL)</u>
<u>AD04</u>	<u>Change of location of the company records to the registered office</u>
<u>CC01</u>	<u>Notice of restriction on the company's articles</u>
<u>CC02</u>	<u>Notice of removal of restriction on the company's articles</u>
<u>CC03</u>	<u>Statement of compliance where amendment of articles restricted</u>
<u>CC04</u>	<u>Statement of company's objects</u>
<u>CC05</u>	<u>Change of constitution by enactment</u>
<u>CC06</u>	<u>Change of constitution by order of court or other authority</u>
<u>NE01</u>	<u>Exemption from requirement as to use of "limited" or "cyfyngedig" on change of name</u>
<u>NM01</u>	<u>Notice of change of name by resolution</u>
<u>NM02</u>	<u>Notice of change of name by conditional resolution</u>
<u>NM03</u>	<u>Notice confirming satisfaction of the conditional resolution for change of name</u>
<u>NM04</u>	<u>Notice of change of name by means provided for in the articles</u>
<u>NM05</u>	<u>Notice of change of name by resolution of directors</u>
<u>NM06</u>	<u>Request to seek comments of government department or other specified body on change of name</u>

<u>AD01</u>	<u>Change of registered office address</u>
<u>AD05</u>	<u>Notice to change the situation of an England and Wales company or a Welsh company</u>
<u>AP01</u>	<u>Appointment of director</u>
<u>AP02</u>	<u>Appointment of corporate director</u>
<u>AP03</u>	<u>Appointment of secretary</u>
<u>AP04</u>	<u>Appointment of corporate secretary</u>
<u>TM01</u>	<u>Termination of appointment of director</u>
<u>TM02</u>	<u>Termination of appointment of secretary</u>
<u>CH01</u>	<u>Change of director's details</u>
<u>CH02</u>	<u>Change of corporate director's details</u>
<u>CH03</u>	<u>Change of secretary's details</u>
<u>CH04</u>	<u>Change of corporate secretary's details</u>
<u>DS01</u>	<u>Striking off application by a company</u>
<u>DS02</u>	<u>Withdrawal of striking off application by a company</u>
<u>IN01</u>	<u>Application to register a company</u>
<u>IC01</u>	<u>Notice of intention to carry on business as an investment company</u>
<u>IC02</u>	<u>Notice that a company no longer wishes to be an investment company</u>
<u>LQ01</u>	<u>Notice of appointment of an administrative receiver, receiver or manager</u>
<u>LQ02</u>	<u>Notice of ceasing to act as an administrative receiver, receiver or manager</u>
<u>MG01</u>	<u>Particulars of a mortgage or charge</u>
<u>MG02</u>	<u>Statement of satisfaction in full or in part of mortgage or charge</u>
<u>MG04</u>	<u>Application for registration of a memorandum of satisfaction that part (or the whole) of the property charged (a) has been released from the charge; (b) no longer forms part of the company's property</u>
<u>MG06</u>	<u>Particulars of a charge subject to which property has been acquired</u>
<u>MG07</u>	<u>Particulars for the registration of a charge to secure a series of debentures</u>
<u>MG08</u>	<u>Particulars of an issue of secured debentures in a series</u>
<u>MG09</u>	<u>Certificate of registration of a charge comprising property situated in another UK jurisdiction</u>

<u>AD06</u>	<u>Notice of opening of overseas branch register</u>
<u>AD07</u>	<u>Notice of discontinuance of overseas branch register</u>
<u>AP05</u>	<u>Appointment of a manager under Section 47 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 or receiver and manager under Section 18 of the Charities Act 1993 or judicial factor (Scotland)</u>
<u>TM03</u>	<u>Termination of appointment of manager under Section 47 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 or receiver and manager under Section 18 of the Charities Act 1993 or judicial factor (Scotland)</u>
<u>CH05</u>	<u>Change of service address for manager appointed under Section 47 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 or receiver and manager under Section 18 of the Charities Act 1993 or judicial factor (Scotland)</u>
<u>RP01</u>	<u>Replacement of document not meeting requirements for proper delivery</u>
<u>RP02A</u>	<u>Application for rectification by the Registrar of Companies</u>
<u>RP02B</u>	<u>Application for rectification of a registered office or a UK establishment address by the Registrar of Companies</u>
<u>RR01</u>	<u>Application by a private company for re-registration as a public company</u>
<u>RR02</u>	<u>Application by a public company for re-registration as a private limited company</u>
<u>RR03</u>	<u>Notice by the company of application to the court for cancellation of resolution for re-registration</u>
<u>RR04</u>	<u>Notice by the applicants of application to the court for cancellation of resolution for re-registration</u>
<u>RR05</u>	<u>Application by a private limited company for re-registration as an unlimited company</u>
<u>RR06</u>	<u>Application by an unlimited company for re-registration as a private limited company</u>
<u>RR07</u>	<u>Application by a public company for re-registration as a private unlimited company</u>
<u>RR08</u>	<u>Application by a public company for re-registration as a private limited company following a court order reducing capital</u>
<u>RR09</u>	<u>Application by a public company for re-registration as a private company following a cancellation of shares</u>
<u>RR10</u>	<u>Application by a public company for re-registration as a private</u>

	<u>company following a reduction of capital due to redenomination</u>
<u>SH01</u>	<u>Return of allotment of shares</u>
<u>SH02</u>	<u>Notice of consolidation, sub-division, redemption of shares or re-conversion of stock into shares</u>
<u>SH03</u>	<u>Return of purchase of own shares</u>
<u>SH04</u>	<u>Notice of sale or transfer of treasury shares by a public limited company (PLC)</u>
<u>SH05</u>	<u>Notice of cancellation of treasury shares by a public limited company (PLC)</u>
<u>SH06</u>	<u>Notice of cancellation of shares</u>
<u>SH07</u>	<u>Notice of cancellation of shares held by or for a public company</u>
<u>SH08</u>	<u>Notice of name or other designation of class of shares</u>
<u>SH09</u>	<u>Return of allotment by an unlimited company allotting new class of shares</u>
<u>SH10</u>	<u>Notice of particulars of variation of rights attached to shares</u>
<u>SH11</u>	<u>Notice of new class of members</u>
<u>SH12</u>	<u>Notice of particulars of variation of class rights</u>
<u>SH13</u>	<u>Notice of name or other designation of class of members</u>
<u>SH14</u>	<u>Notice of redenomination</u>
<u>SH15</u>	<u>Notice of reduction of capital following redenomination</u>
<u>SH16</u>	<u>Notice by the applicants of application to court for cancellation of the special resolution approving a redemption or purchase of shares out of capital</u>
<u>SH17</u>	<u>Notice by the company of application to court for cancellation of the special resolution approving a redemption or purchase of shares out of capital</u>
<u>SH19 (108)</u>	<u>Statement of capital (Section 108)</u>
<u>SH19 (644 & 649)</u>	<u>Statement of capital (Section 644 & 649)</u>
<u>SH50</u>	<u>Application for trading certificate for a public company</u>
<u>MG01s</u>	<u>Particulars of a charge created by a company registered in Scotland</u>
<u>MG02s</u>	<u>Statement of satisfaction in full or in part of a fixed charge for a company registered in Scotland</u>
<u>MG03s</u>	<u>Statement of satisfaction in full or in part of a floating charge for a</u>

	<u>company registered in Scotland</u>
<u>MG04s</u>	<u>Application for registration of a memorandum of satisfaction that part (or the whole) of the property charged (a) has been released from the fixed charge; (b) no longer forms part of the company's property for a company registered in Scotland.</u>
<u>MG05s</u>	<u>Application for registration of a memorandum of satisfaction that part (or the whole) of the property charged (a) has been released from the floating charge; (b) no longer forms part of the company's property for a company registered in Scotland.</u>
<u>MG06s</u>	<u>Particulars of a charge subject to which property has been acquired by a company registered in Scotland</u>
<u>MG07s</u>	<u>Particulars for the registration of a charge to secure a series of debentures by a company registered in Scotland</u>
<u>MG08s</u>	<u>Particulars of an issue of secured debentures in a series by a company registered in Scotland</u>

Part 2 Welsh language forms

<u>Ffurflenning / Form</u>	<u>Enw ffurflen / Name of form</u>
<u>AP01c</u>	<u>Penodiad cyfarwyddwr / Appointment of director</u>
<u>AP02c</u>	<u>Penodiad cyfarwyddwr corfforaethol / Appointment of corporate director</u>
<u>AP03c</u>	<u>Penodiad ysgrifennydd / Appointment of secretary</u>
<u>AP04c</u>	<u>Penodiad ysgrifennydd corfforaethol / Appointment of corporate secretary</u>
<u>CH01c</u>	<u>Newid manylion cyfarwyddwr / Change of director's details</u>
<u>CH02c</u>	<u>Newid manylion cyfarwyddwr corfforaethol / Change of corporate director's details</u>
<u>CH03c</u>	<u>Newid manylion ysgrifennydd / Change of secretary's details</u>
<u>CH04c</u>	<u>Newid manylion ysgrifennydd corfforaethol / Change of corporate secretary's details</u>
<u>TM01c</u>	<u>Terfynu penodiad cyfarwyddwr / Termination of appointment of director</u>
<u>TM02c</u>	<u>Terfynu penodiad ysgrifennydd / Termination of appointment of secretary</u>
<u>AA01c</u>	<u>Newid dyddiad cyfeirnod cyfrifeg / Change of accounting reference date</u>
<u>AR01c</u>	<u>Ffurflen Flynyddol ar gyfer ffurflenning a chanddynt ddyddiad diwallu cyn 1 Hydref 2011 / Annual return with a made up date before 1 October 2011</u>
<u>AR01c</u>	<u>Ffurflen Flynyddol ar gyfer ffurflenning a chanddynt ddyddiad diwallu o 1 Hydref 2011 neu'n ddiweddarach / Annual return with a made up date on or after 1 October 2011</u>
<u>SH01c</u>	<u>Dychwelyd cyfrannau a glustnodwyd / Return allotment of shares</u>
<u>IN01c</u>	<u>Cais am gofrestru cwmni / Application to register a company</u>
<u>NE01c</u>	<u>Eithrio rhag rheidrwydd defnyddio 'cyfyngedig' neu 'limited' wrth newid enw / Exemption from requirement as to use of 'limited' or 'cyfyngedig' on change of name</u>
<u>NM01c</u>	<u>Rhoi gwybod am newid enw drwy benderfyniad / Notice of change of name by resolution</u>
<u>AD01c</u>	<u>Newid cyfeiriad y swyddfa gofrestredig / Change of registered office address</u>

<u>AD02c</u>	<u>Rhoi gwybod am leoliad archwilio amgen unigol (SAIL) / Notification of single alternative inspection location (SAIL)</u>
<u>AD03c</u>	<u>Newid lleoliad cofnodion y cwmni i'r lleoliad archwilio amgen unigol (SAIL) / Change of location of the company records to the single alternative inspection location (SAIL)</u>
<u>AD04c</u>	<u>Newid lleoliad cofnodion y cwmni i'r swyddfa gofrestredig/ Change of location of the company records to the registered office</u>
<u>AD05c</u>	<u>Hysbysiad i newid sefyllfa cwmni yn Lloegr a Chymru neu gwmni Cymreig / Notice to change the situation of an England and Wales company or a Welsh company</u>
<u>DS01c</u>	<u>Cais cwmni am gael ei ddileu o'r Gofrestr / Striking off application by a company</u>
<u>DS02c</u>	<u>Tynnu'n ôl gais cwmni am gael ei ddileu o'r Gofrestr / Withdrawal of striking off application by a company</u>

Part 3 Orange coloured forms

<u>Form</u>	<u>Name of Form</u>
<u>SR01</u>	<u>Application under section 1088 to make an address unavailable for public inspection by an individual</u>
<u>SR02</u>	<u>Application under section 1088 to make an address unavailable for public inspection by a company</u>
<u>SR03</u>	<u>Application under section 1088 to make an address unavailable for public inspection by a person who registers a charge</u>
<u>SR04</u>	<u>Application under section 243 by an individual</u>
<u>SR05</u>	<u>Application under section 243 by a company</u>
<u>SR06</u>	<u>Application under section 243 by a subscriber to a memorandum of association</u>

SCHEDULE 3
SCHEDULED FORMS FOR DOCUMENTS RELATING TO COMPANIES
DELIVERED UNDER THE COMPANIES (CROSS-BORDER MERGERS)
REGULATIONS 2007

<u>Form</u>	<u>Name of Form</u>
CB01	<u>Notice of a cross border merger involving a UK registered company</u>

SCHEDULE 4
SCHEDED FORMS FOR DOCUMENTS RELATING TO SECTION 1040
COMPANIES

Part 1 English forms

Form	Name of Form
<u>NC</u> <u>IN01</u>	<u>Application by a joint stock company for registration as a public company under the Companies Act 2006</u>

Part 2 Orange coloured forms

Form	Name of Form
<u>NC</u> <u>SR06</u>	<u>Application under section 243 by a subscriber to a memorandum of association</u>

SCHEDULE 5
SCHEDED FORMS FOR ANNUAL RETURN RELATING TO
UNREGISTERED COMPANIES

Form	Name of Form
<u>UN</u> <u>AR01</u>	<u>Annual Return for an unregistered company with a made up date before 1 October 2011</u>
<u>UN</u> <u>AR01</u>	<u>Annual Return for an unregistered company with a made up date on or after 1 October 2011</u>

SCHEDULE 6
SCHEDULED FORMS FOR DOCUMENTS RELATING TO
UNREGISTERED COMPANIES DELIVERED UNDER THE COMPANIES
(CROSS-BORDER MERGERS) REGULATIONS 2007

Form	Name of Form
<u>UN</u> <u>CB01</u>	<u>Notice of a cross border merger involving an unregistered company that has</u> <u>a principal place of business in the UK</u>

SCHEDULE 7
SCHEDULED FORMS FOR DOCUMENTS RELATING OVERSEAS
COMPANIES

Part 1 English forms

Form	Name of Form
<u>OS IN01</u>	<u>Registration of an overseas company opening a UK establishment</u>
<u>OS NM01</u>	<u>Registration of change of name of overseas company as registered in the UK</u>
<u>OS CC01</u>	<u>Return by an overseas company of an alteration to constitutional documents</u>
<u>OS CC02</u>	<u>Return by an overseas company of change of UK establishment relating to constitutional documents</u>
<u>OS AA01</u>	<u>Statement of details of parent law and other information for an overseas company</u>
<u>OS AA02</u>	<u>Return of alteration of manner of compliance with accounting requirements</u>
<u>OS AD02</u>	<u>Notice of location, or change in location, of instruments creating charges and register of charges for an overseas company</u>
<u>OS AP01</u>	<u>Appointment of director of an overseas company</u>
<u>OS AP02</u>	<u>Appointment of corporate director of an overseas company</u>
<u>OS AP03</u>	<u>Appointment of secretary of an overseas company</u>
<u>OS AP04</u>	<u>Appointment of corporate secretary of an overseas company</u>
<u>OS AP05</u>	<u>Appointment by an overseas company of a person authorised to represent the company as a permanent representative in respect of a UK establishment</u>
<u>OS AP06</u>	<u>Appointment of a judicial factor (Scotland) for an overseas company</u>
<u>OS AP07</u>	<u>Appointment by an overseas company of a person authorised to accept service of documents on behalf of the company in respect of a UK establishment</u>
<u>OS TM01</u>	<u>Termination of appointment of director of an overseas company</u>
<u>OS</u>	<u>Termination of appointment of secretary of an overseas company</u>

<u>TM02</u>	
<u>OS TM03</u>	<u>Termination of appointment by an overseas company of a person authorised to accept service of documents or person authorised to represent the company in respect of a UK establishment</u>
<u>OS TM04</u>	<u>Termination of appointment of judicial factor (Scotland) of an overseas company</u>
<u>OS CH01</u>	<u>Return by a UK establishment of an overseas company for change of details</u>
<u>OS CH02</u>	<u>Return by an overseas company for a change of company details</u>
<u>OS CH03</u>	<u>Change of details of a director of an overseas company</u>
<u>OS CH04</u>	<u>Change of details of a corporate director of an overseas company</u>
<u>OS CH05</u>	<u>Change of details of a secretary of an overseas company</u>
<u>OS CH06</u>	<u>Change of details of a corporate secretary of an overseas company</u>
<u>OS CH07</u>	<u>Change of details by an overseas company for a person authorised to represent the company in respect of a UK establishment</u>
<u>OS CH08</u>	<u>Change of service address for a judicial factor (Scotland) of an overseas company</u>
<u>OS CH09</u>	<u>Change of details by an overseas company for a person authorised to accept service of documents on behalf of the company in respect of a UK establishment</u>
<u>OS DS01</u>	<u>Notice of closure of a UK establishment of an overseas company</u>
<u>OS DS02</u>	<u>Notice of termination of winding up of an overseas company</u>
<u>OS LQ01</u>	<u>Notice of appointment of a liquidator of an overseas company</u>
<u>OS LQ02</u>	<u>Notice by an overseas company which becomes subject to proceedings relating to insolvency</u>
<u>OS LQ03</u>	<u>Notice of winding up of an overseas company</u>
<u>OS LQ04</u>	<u>Notice by an overseas company on cessation of proceedings relating to insolvency</u>
<u>OS</u>	<u>Particulars of a mortgage or charge by an overseas company</u>

<u>MG01</u>	
<u>OS</u> <u>MG02</u>	<u>Statement of satisfaction in full or in part of a mortgage or charge for an overseas company</u>
<u>OS</u> <u>MG03</u>	<u>Application for registration of a memorandum of satisfaction that part (or the whole) of the property charged (a) has been released from the charge; (b) no longer forms part of the company's property, for an overseas company</u>
<u>OS</u> <u>MG04</u>	<u>Particulars for the registration of a charge to secure a series of debentures for an overseas company</u>
<u>OS</u> <u>MG05</u>	<u>Particulars of an issue of secured debentures in a series for an overseas company</u>
<u>OS</u> <u>TN01</u>	<u>Transitional return by a UK establishment of an overseas company</u>

Part 2 Orange coloured forms

Form	Name of Form
<u>OS SR01</u>	<u>Application for higher protection by a director or permanent representative of an overseas company to prevent disclosure to a credit reference agency of protected information</u>
<u>OS SR02</u>	<u>Application for higher protection by an overseas company to prevent disclosure to a credit reference agency of protected information</u>

SCHEDULE 8
**SCHEDULED FORMS FOR DOCUMENTS RELATING TO LIMITED
 LIABILITY PARTNERSHIPS**

Part 1 English forms

Form	Name of Form
<u>LL</u> <u>IN01</u>	<u>Application for the incorporation of a Limited Liability Partnership (LLP)</u>
<u>LL</u> <u>AP01</u>	<u>Appointment of member of a Limited Liability Partnership (LLP)</u>
<u>LL</u> <u>AP02</u>	<u>Appointment of corporate member of a Limited Liability Partnership (LLP)</u>
<u>LL</u> <u>AP03</u>	<u>Appointment of judicial factor (Scotland) to a Limited Liability Partnership (LLP)</u>
<u>LL</u> <u>CH01</u>	<u>Change of details of a member of a Limited Liability Partnership (LLP)</u>
<u>LL</u> <u>CH02</u>	<u>Change of details of a corporate member of a Limited Liability Partnership (LLP)</u>
<u>LL</u> <u>CH03</u>	<u>Change of service address for a judicial factor (Scotland) of a Limited Liability Partnership (LLP)</u>
<u>LL</u> <u>TM01</u>	<u>Termination of appointment of member of a Limited Liability Partnership (LLP)</u>
<u>LL</u> <u>TM02</u>	<u>Termination of appointment of a judicial factor (Scotland) of a Limited Liability Partnership (LLP)</u>
<u>LL</u> <u>AA01</u>	<u>Change of accounting reference date of a Limited Liability Partnership (LLP)</u>
<u>LL</u> <u>AA02</u>	<u>Notice of removal of auditor from a Limited Liability Partnership (LLP)</u>
<u>LL</u> <u>AA06</u>	<u>Statement of guarantee by a parent undertaking of a subsidiary Limited Liability Partnership (LLP)</u>
<u>LL</u> <u>AD01</u>	<u>Change of registered office of a Limited Liability Partnership (LLP)</u>
<u>LL</u> <u>AD02</u>	<u>Notification of the single alternative inspection location (SAIL) of a Limited Liability Partnership (LLP)</u>
<u>LL</u> <u>AD03</u>	<u>Change of location of the records to the single alternative inspection location (SAIL) of a Limited Liability Partnership (LLP)</u>
<u>LL</u> <u>AD04</u>	<u>Change of location of the records to the registered office of a Limited Liability Partnership (LLP)</u>

<u>LL AD05</u>	<u>Notice to change the situation of an England and Wales Limited Liability Partnership or a Welsh Limited Liability Partnership (LLP)</u>
<u>LL AR01</u>	<u>Annual Return of a Limited Liability Partnership (LLP)</u>
<u>LL DE01</u>	<u>Notice of change of status of a Limited Liability Partnership (LLP)</u>
<u>LL NM01</u>	<u>Notice of change of name of a Limited Liability Partnership (LLP)</u>
<u>LL DS01</u>	<u>Striking off of application by a Limited Liability Partnership (LLP)</u>
<u>LL DS02</u>	<u>Withdrawal of striking off application by a Limited Liability Partnership (LLP)</u>
<u>LL LQ01</u>	<u>Notice of appointment of an administrative receiver, receiver or manager by a Limited Liability Partnership (LLP)</u>
<u>LL LQ02</u>	<u>Notice of ceasing to act as an administrative receiver, receiver or manager by a Limited Liability Partnership (LLP)</u>
<u>LL RP01</u>	<u>Replacement of document not meeting requirements for proper delivery for a Limited Liability Partnership (LLP)</u>
<u>LL RP02A</u>	<u>Application for rectification by the Registrar of Companies for a Limited Liability Partnership (LLP)</u>
<u>LL RP02B</u>	<u>Application for rectification of a registered office address by the Registrar of Companies for a Limited Liability Partnership (LLP)</u>
<u>LL RT01</u>	<u>Application for administrative restoration of a Limited Liability Partnership (LLP) to the Register</u>
<u>LL MG01</u>	<u>Particulars of a mortgage or charge created by a Limited Liability Partnership (LLP)</u>
<u>LL MG02</u>	<u>Statement of satisfaction in full or part of mortgage or charge by a Limited Liability Partnership (LLP)</u>
<u>LL MG04</u>	<u>Application for registration of a memorandum of satisfaction that part (or the whole) of the property charged (a) has been released from the charge; (b) no longer forms part of the Limited Liability Partnership's (LLP's) property</u>
<u>LL MG06</u>	<u>Particulars of charge subject to which property has been acquired by a Limited Liability Partnership (LLP)</u>
<u>LL MG07</u>	<u>Particulars for the registration of a charge to secure a series of debentures by a Limited Liability Partnership (LLP)</u>
<u>LL MG08</u>	<u>Particulars of an issue of secured debentures in a series by a Limited Liability Partnership (LLP)</u>

<u>LL</u> <u>MG09</u>	<u>Certificate of registration of a charge comprising property situated in another UK jurisdiction by a Limited Liability Partnership (LLP)</u>
<u>LL</u> <u>MG01s</u>	<u>Particulars of a charge created by a Limited Liability Partnership (LLP) registered in Scotland</u>
<u>LL</u> <u>MG02s</u>	<u>Statement of satisfaction in full or part of a fixed charge by a Limited Liability Partnership (LLP) registered in Scotland</u>
<u>LL</u> <u>MG03s</u>	<u>Statement of satisfaction in full or part of a floating charge by a Limited Liability Partnership (LLP) registered in Scotland</u>
<u>LL</u> <u>MG04s</u>	<u>Application for registration of a memorandum of satisfaction that part (or the whole) of the property charged (a) has been released from the fixed charge; (b) no longer forms part of the Limited Liability Partnership's (LLP's) property by an LLP registered in Scotland</u>
<u>LL</u> <u>MG05s</u>	<u>Application for registration of a memorandum of satisfaction that part (or the whole) of the property charged (a) has been released from the floating charge; (b) no longer forms part of the Limited Liability Partnership's (LLP's) property by an LLP registered in Scotland</u>
<u>LL</u> <u>MG06s</u>	<u>Particulars of a charge subject to which property has been acquired by a Limited Liability Partnership (LLP) registered in Scotland</u>
<u>LL</u> <u>MG07s</u>	<u>Particulars for the registration of a charge to secure a series of debentures by a Limited Liability Partnership (LLP) registered in Scotland</u>
<u>LL</u> <u>MG08s</u>	<u>Particulars of an issue of secured debentures in a series by a Limited Liability Partnership (LLP) registered in Scotland</u>
<u>LL</u> <u>CB01</u>	<u>Notice of a cross border merger involving a UK registered Limited Liability Partnership (LLP)</u>

Part 2 Welsh language forms

Form	Name of Form
<u>LL AA01c</u>	<u>Newid dyddiad cyfeirnod cyfrifeg Partneriaeth Atebolwydd Cyfyngedig (PAC)</u>
<u>LL AD01c</u>	<u>Newid cyfeiriad swyddfa gofrestredig Partneriaeth Atebolwydd Cyfyngedig (PAC)</u>
<u>LL AD02c</u>	<u>Rhoi gwybod am leoliad archwilio amgen unigol (SAIL) Partneriaeth Atebolwydd Cyfyngedig (PAC)</u>
<u>LL AD03c</u>	<u>Newid lleoliad y cofnodion i leoliad archwilio amgen unigol (SAIL) Partneriaeth Atebolwydd Cyfyngedig (PAC)</u>
<u>LL AD04c</u>	<u>Newid lleoliad y cofnodion i swyddfa gofrestredig Partneriaeth Atebolwydd Cyfyngedig (PAC)</u>
<u>LL AD05c</u>	<u>Hysbysiad am newid sefyllfa Partneriaeth Atebolwydd Cyfyngedig yn Lloegr a Chymru neu Bartneriaeth Atebolwydd Cyfyngedig (PAC) yng Nghymru</u>
<u>LL AP01c</u>	<u>Penodi aelod o Bartneriaeth Atebolwydd Cyfyngedig (PAC)</u>
<u>LL AP02c</u>	<u>Penodi aelod corfforaethol o Bartneriaeth Atebolwydd Cyfyngedig (PAC)</u>
<u>LL CH01c</u>	<u>Newid manylion aelod o Bartneriaeth Atebolwydd Cyfyngedig (PAC)</u>
<u>LL CH02c</u>	<u>Newid manylion aelod corfforaethol o Bartneriaeth Atebolwydd Cyfyngedig (PAC)</u>
<u>LL TM01c</u>	<u>Terfynu penodiad aelod o Bartneriaeth Atebolwydd Cyfyngedig (PAC)</u>
<u>LL AR01c</u>	<u>Ffurflen Flynyddol Partneriaeth Atebolwydd Cyfyngedig (PAC)</u>
<u>LL DE01c</u>	<u>Hysbysiad am newid statws Partneriaeth Atebolwydd Cyfyngedig (PAC)</u>
<u>LL IN01c</u>	<u>Cais am gorffori Partneriaeth Atebolwydd Cyfyngedig (PAC)</u>
<u>LL NM01c</u>	<u>Rhoi gwybod am newid enw Partneriaeth Atebolwydd Cyfyngedig (PAC)</u>
<u>LL DS01c</u>	<u>Cais Partneriaeth Atebolwydd Cyfyngedig (PAC) am gael ei ddileu o'r Gofrestr</u>
<u>LL DS02c</u>	<u>Tynnu'n ôl gais dileu gan Bartneriaeth Atebolwydd Cyfyngedig (PAC)</u>

Part 3 Orange coloured forms

Form	Name of Form
<u>LL SR01</u>	<u>Application under section 1088 to make an address unavailable for public inspection by an individual member of a Limited Liability Partnership (LLP)</u>
<u>LL SR02</u>	<u>Application under section 1088 to make an address unavailable for public inspection by a person who registers a charge against a Limited Liability Partnership (LLP)</u>
<u>LL SR03</u>	<u>Application under section 243 by an individual member of a Limited Liability Partnership (LLP)</u>
<u>LL SR04</u>	<u>Application under section 243 by a Limited Liability Partnership (LLP)</u>
<u>LL SR05</u>	<u>Application under section 243 by a proposed member of a proposed Limited Liability Partnership (LLP)</u>

SCHEDULE 9
SCHEDULED FORMS RELATING TO INSOLVENCY AND WINDING UP
DOCUMENTS

Form	Name of Form
Corporate Voluntary Arrangement and Moratoria	
1.1	<u>Notice to registrar of companies of voluntary arrangement taking effect</u>
1.2	<u>Notice to registrar of companies of order or revocation or suspension of voluntary arrangement</u>
1.3	<u>Notice to registrar of companies of supervisor's progress report</u>
1.4	<u>Notice to registrar of companies of completion or termination of voluntary arrangement</u>
1.11	<u>Notice to registrar of companies of commencement of moratorium</u>
1.12	<u>Notice to registrar of companies of extension or further extension or renewal or continuation of moratorium</u>
1.14	<u>Notice to registrar of companies of ending of moratorium</u>
1.16	<u>Notice to registrar of companies of withdrawal of nominee's consent to act</u>
1.18	<u>Notice to registrar of companies of appointment of a replacement nominee</u>
In Administration	
2.12B (CH)	<u>Notice of administrator's appointment</u>
2.16B	<u>Notice of statement of affairs</u>
2.17B	<u>Statement of administrator's proposals</u>
2.18B(CH)	<u>Notice of extension of time period</u>
F2.18	<u>Notice of deemed approval of proposals</u>
2.22B(CH)	<u>Statement of administrator's revised proposals</u>
2.23B(CH)	<u>Notice of result of meeting of creditors</u>
2.24B(CH)	<u>Administrator's progress report</u>
2.26B(CH)	<u>[Amended] Certificate of constitution of creditors committee</u>
2.28B	<u>Notice of order to deal with charged property</u>
2.30B(CH)	<u>Notice of automatic end of administration</u>
2.31B	<u>Notice of extension of period of administration</u>
2.32B(CH)	<u>Notice of end of administration</u>
2.33B	<u>Notice of court order ending administration</u>

2.34B	<u>Notice of move from administration to creditors' voluntary liquidation</u>
2.35B	<u>Notice of move from administration to dissolution</u>
2.36B	<u>Notice to registrar of companies in respect of date of dissolution</u>
2.38B(CH)	<u>Notice of resignation by administrator</u>
2.39B	<u>Notice of vacation of office by administrator</u>
2.40B	<u>Notice of appointment of replacement/additional administrator</u>

Receivership

3.3	<u>Statement of affairs in administrative receivership following report to creditors</u>
3.4	<u>Certificate of constitution (amended certificate) of creditors' committee</u>
3.5	<u>Administrative receiver's report as to change in membership of creditors committee</u>
3.6 (CH)	<u>Receiver or manager or administrative receiver's abstract of receipts and payments</u>
3.7	<u>Notice of administrative receiver's death</u>
3.8	<u>Notice of order to dispose of charged property.</u>
3.10	<u>Administrative receiver's report</u>

Liquidation

4.15A	<u>Notice of appointment of provisional liquidator in winding up by the court</u>
4.20	<u>Statement of company's affairs</u>
F4.20	<u>Notice of revised account</u>
4.31	<u>Notice of appointment of liquidator in winding-up by the court</u>
4.33	<u>Notice of resignation as voluntary liquidator under section 171(5) of insolvency act 1986</u>
4.35	<u>Order of court granting voluntary liquidator leave to resign</u>
4.38	<u>Certificate of removal of voluntary liquidator</u>
F4.39	<u>Notice of termination of appointment of provisional liquidator</u>
4.40	<u>Notice of ceasing to act as voluntary liquidator</u>
F4.41	<u>Notice of statement of affairs</u>
4.43	<u>Notice of final meeting of creditors</u>
4.44	<u>Notice of death of voluntary liquidator</u>
4.46	<u>Notice of vacation of office by voluntary liquidator</u>

F4.47	<u>Notice of removal of liquidator</u>
4.48	<u>Notice of constitution of liquidation committee</u>
4.50	<u>Liquidator's certificate that creditors paid in full</u>
4.51	<u>Certificate that creditors have been paid in full</u>
4.68	<u>Liquidator's progress report</u>
4.69	<u>Order of court on appeal against secretary of states decision under section 203(4) & 203(5) insolvency act 1986</u>
4.71	<u>Return of final meeting in a members' voluntary winding up</u>
4.72	<u>Return of final meeting in a creditors' voluntary winding up</u>
F9.4	<u>Notice of constitution of creditors or liquidation committee</u>
F10.2	<u>Notice to registrar of companies of notice of disclaimer under s178 of the insolvency act 1986</u>
12.1	<u>Notice to registrar of companies in respect of order under section 176a</u>

SCHEDULE 10
TRANSLATION COVERING FORMS

Part 1 Companies, section 1040 companies, unregistered companies, overseas companies and European Public-Limited Liability Companies

Form	Name of Form
<u>VT01</u>	<u>Certified voluntary translation of an original document that is or has been delivered to the Registrar of Companies</u>

Part 2 Limited Liability Partnerships

Form	Name of Form
<u>LL</u> <u>VT01</u>	<u>Certified voluntary translation of an original document that is or has been delivered to the Registrar of Companies for a Limited Liability Partnership (LLP)</u>

SCHEDULE 11
REPLACEMENT COVERING FORMS

Part 1 Companies, section 1040 companies, unregistered companies, overseas companies and European Public-Limited Liability Companies

Form	Name of Form
<u>RP01</u>	<u>Replacement of document not meeting requirements for proper delivery</u>

Part 2 Limited Liability Partnerships

Form	Name of Form
<u>LL</u> <u>RP01</u>	<u>Replacement of document not meeting requirements for proper delivery for a Limited Liability Partnership (LLP)</u>

REGISTRAR'S RULES 2009
VOLUME 3
REQUIREMENTS APPLICABLE TO A DOCUMENT OR PART OF A
DOCUMENT DELIVERED TO THE REGISTRAR ON A CD-ROM OR DVD-
ROM

Made 29 September 2009
Coming into force 1st October 2009

CONTENTS OF VOLUME 3
PART 1
GENERAL INTRODUCTORY PROVISIONS

1. Commencement
2. Application of this Volume
3. Definitions

PART 2
MEMBER INFORMATION IN AN ANNUAL RETURN

4. Definitions
5. Delivery on a CD-ROM
6. Delivery and receipt

PART 3
EVIDENCE ACCOMPANYING AN APPLICATION TO REFRAIN FROM
DISCLOSING INFORMATION TO A CREDIT REFERENCE AGENCY OR TO
MAKE AN ADDRESS UNAVAILABLE FOR PUBLIC INSPECTION

7. Interpretation
8. Delivery on a CD-ROM or DVD-ROM
9. Delivery and receipt

The registrar of companies makes the following rules in exercise of the powers conferred by sections 1068, 1071 and 1117 of the Companies Act 2006.

PART 1 **GENERAL INTRODUCTORY PROVISIONS**

Commencement

1. The rules in this Volume shall come into force on 1st October 2009.

Application of this Volume

2. (1) The rules in this Volume apply to a document or a part of a document specified in these rules that is delivered to the registrar on a CD-ROM or DVD-ROM.

(2) Other Volumes of the registrar's rules 2009 cover the following matters-

- (a) Requirements applicable to documents delivered to the registrar in electronic form (Volume 1);
- (b) Requirements applicable to documents delivered to the registrar in paper form (Volume 2);
- (c) Requirements applicable to instructions for the informal correction of a document delivered to the registrar (Volume 4);
- (d) Authentication of a certificate sent by the registrar by electronic means (Volume 5).

Definitions

3. In this Volume of the rules-

“the 2006 Act” means the Companies Act 2006;

“the EC Regulation” means the Council Regulation 2157/2001/EC of 8 October 2001 on the Statute for a European Company;

“SE” means a European Public-Limited Liability Company (or Societas Europaea) which is within the meaning of the EC Regulation and is to be, or is, registered in the UK;

“section 1040 company” means any of the following companies-

- (a) a company authorised by section 1040 of the 2006 Act to register under that section or a company registered under that section,
- (b) a company registered under section 680 of the Companies Act 1985, or
- (c) a company registered under Article 629 of the Companies (Northern Ireland) Order 1986²⁸;

“unregistered company” means a body to which section 1043 of the 2006 Act applies.

PART 2 **MEMBER INFORMATION IN AN ANNUAL RETURN**

Definitions

4. In this Part-

“annual return” means a document delivered to the registrar under section 854 of the 2006 Act or that section as applied to section 1040 companies and unregistered companies by regulation 18 of the Companies (Companies Authorised to Register) Regulations 2009²⁹ and regulation 3 of the Unregistered Companies Regulations 2009³⁰ respectively;

²⁸ S.I. 1986/1032 (NI 6)

²⁹ S.I. 2009/2437

³⁰ S.I. 2009/2436

“member information” means the particulars required by subsections (3) to (6) of section 856 of the Companies Act 2006 and those subsections as applied to section 1040 companies and unregistered companies by regulation 18 of the Companies (Companies Authorised to Register) Regulations 2009 and regulation 3 of the Unregistered Companies Regulations 2009 respectively.

Delivery on a CD-ROM

5. (1) Volume 2 of the registrar’s rules 2009 imposes requirements applicable to an annual return delivered to the registrar in paper form.
 - (2) As an alternative to member information being delivered to the registrar in paper form, some or all of the member information may be delivered to the registrar on a CD-ROM but only where that information would have exceeded 49 pages in paper form.
 - (3) The member information on the CD-ROM must comply with the following requirements-
 - (a) the font must be at least size 10
 - (b) the information must be in one of the following formats:
 - (i) Microsoft Word
 - (ii) Microsoft WordPad
 - (iii) Microsoft NotePad
 - (iv) Microsoft Excel spreadsheet, and
 - (c) (in the case of a Microsoft Excel spreadsheet) the information must be printable on A4 paper.

Delivery and receipt

6. Rule 7 of Volume 2 of the registrar’s rules 2009 shall apply to member information delivered to the registrar on a CD-ROM pursuant to rule 5 of this Volume because that member information must accompany the relevant annual return delivered in paper form.

PART 3

EVIDENCE ACCOMPANYING AN APPLICATION TO REFRAIN FROM DISCLOSING INFORMATION TO A CREDIT REFERENCE AGENCY OR TO MAKE AN ADDRESS UNAVAILABLE FOR PUBLIC INSPECTION

Interpretation

7. (1) In this Rule any reference to a numbered section is to the section so numbered in the Companies Act 2006.
- (2) In this Part-

“address application” means-

- (a) an application to refrain from disclosing information to a credit reference agency delivered under
 - section 243(4) and regulations 5, 6 or 7 of the Address Regulations and those provisions as applied to unregistered companies and SEs by regulation 3 of the Unregistered Companies Regulations 2009 and Article 9(1)(c)(ii) of the EC Regulation respectively,
 - section 243(4) and regulation 7(3) of the Companies (Companies Authorised to Register) Regulations 2009,

- regulation 25(1) of the Overseas Companies Regulations 2009³¹ and paragraph 2 or 3 of Schedule 3 to those Regulations, or
- regulation 19 of the LLP Regulations applying section 243 and regulations 5, 6 or 7 of the Address Regulations to limited liability partnerships, or

(b) an application to make an address unavailable for public inspection delivered under

- section 1088 and regulation 9, 10 or 11 of the Address Regulations and those provisions as applied to section 1040 companies, overseas companies and SEs by regulation 18 of the Companies (Companies Authorised to Register) Regulations 2009, section 1059A(5) and Article 9(1)(c)(ii) of the EC Regulation respectively, or
- regulation 66 of the LLP Regulations applying section 1088 and regulations 9 or 11 of the Address Regulations to limited liability partnerships;

“Address Regulations” means the Companies (Disclosure of Address) Regulations 2009³²;

“evidence” means evidence (accompanying an address application) delivered under

- (a) regulations 5(3)(b), 6(3)(b), 7(3)(b), 9(3)(b), 10(3)(b) or 11(3)(b) of the Address Regulations,
- (b) regulation 7(3)(b) of the Address Regulations as applied to section 1040 companies by regulation 7(3) of the Companies (Companies Authorised to Register) Regulations 2009,
- (c) regulation 9(3)(b), 10(3)(b) or 11(3)(b) of the Address Regulations as applied to section 1040 companies by regulation 18 of the Companies (Companies Authorised to Register) Regulations 2009,
- (d) regulation 5(3)(b), 6(3)(b), 7(3)(b) of the Address Regulations as applied to unregistered companies by regulation 3 of the Unregistered Companies Regulations 2009,
- (e) regulation 25(1) and paragraph 2 or 3 of Schedule 3 to the Overseas Companies Regulations 2009,
- (f) regulation 9(3)(b) of the Address Regulations as applied to overseas companies by section 1059A(5),
- (g) regulation 5(3)(b), 6(3)(b), 7(3)(b), 9(3)(b), 10(3)(b) or 11(3)(b) of the Address Regulations as applied to SEs by Article 9(1)(c)(ii) of the EC Regulation,
- (h) regulation 19 of the LLP Regulations applying regulations 5(3)(b), 6(3)(b) and 7(3)(b) of the Address Regulations to limited liability partnerships, or
- (i) regulation 66 of the LLP Regulations applying regulations 9(3)(b) and 11(3)(b) of the Address Regulations to limited liability partnerships;

³¹ S.I. 2009/1801

³² S.I. 2009/214

“LLP Regulations” means the Limited Liability Partnerships (Application of Companies Act 2006) Regulations 2009³³.

³³ S.I. 2009/1804

Delivery on a CD-ROM or DVD-ROM

8. (1) Volume 2 of the registrar's rules 2009 imposes requirements applicable to an address application and evidence delivered to the registrar in paper form.

(2) As an alternative to evidence being delivered in paper form, some or all of the evidence may be delivered to the registrar on a CD-ROM or DVD-ROM.

(3) The evidence on the CD-ROM or DVD-ROM must be in one of the following formats:

- (a) Microsoft Word
- (b) Microsoft WordPad
- (c) Microsoft NotePad
- (d) Microsoft Excel spreadsheet
- (e) Adobe PDF
- (f) image format
- (g) audio format, or
- (h) (applicable only to DVD-ROM) video format.

Delivery and receipt

9. Rule 7 of Volume 2 of the registrar's rules 2009 shall apply to evidence delivered to the registrar on a CD-ROM or DVD-ROM pursuant to rule 8 of this Volume because that evidence must accompany the relevant address application.

Signed by:

Gareth Jones - Registrar of Companies for England and Wales

Dorothy Blair - Registrar of Companies for Scotland

Helen Shilliday - Registrar of Companies for Northern Ireland

REGISTRAR'S RULES 2009

VOLUME 4

REQUIREMENTS APPLICABLE TO INSTRUCTIONS FOR THE INFORMAL CORRECTION OF A DOCUMENT DELIVERED TO THE REGISTRAR

*Made 29 September 2009
Coming into force 1st October 2009*

CONTENTS OF VOLUME 4

PART 1 GENERAL INTRODUCTORY PROVISIONS

1. Commencement
2. Application of this Volume
3. Transitional interpretation
4. Definitions and general interpretation

PART 2 PROCEDURE

5. Form of instructions
6. Manner of delivery
7. Requirements for authentication

SCHEDULES

Schedule 1 - Bodies in respect of which instructions to correct a charge document may be given

Schedule 2 - Correction pro-forma

Schedule 3 - Table of specified fields which can be informally corrected

The registrar of companies makes the following rules in exercise of the powers conferred by section 1075 and section 1117.

PART 1 **GENERAL INTRODUCTORY PROVISIONS**

Commencement

1. The rules in this Volume come into force on 1st October 2009.

Application of this Volume

2.(1) The rules in this Volume apply to instructions for informal correction given by an eligible person to the registrar in respect of a qualifying charge document required to be delivered to the registrar in pursuance of an obligation arising on or after 1st October 2009 where the qualifying charge document has been delivered to but not registered by the registrar (see section 1075).

(2) The rules in this Volume apply only to charge documents delivered in respect of those bodies specified in Schedule 1 which shall be referred to as “companies (or other bodies)” in this Volume.

(3) Other Volumes of the registrar’s rules 2009 cover the following matters-

- (a) Requirements applicable to documents delivered to the registrar in electronic form (Volume 1);
- (b) Requirements applicable to documents delivered to the registrar in paper form (Volume 2);
- (c) Requirements applicable to a document or part of a document delivered to the registrar on a CD-ROM or DVD-ROM (Volume 3);
- (d) Authentication of a certificate sent by the registrar by electronic means (Volume 5).

Transitional interpretation

3. Any reference in these rules to a charge document shall be construed as a reference to a charge document required to be delivered to the registrar in pursuance of an obligation arising on or after 1st October 2009.

Definitions and general interpretation

4.(1) In this Volume of the rules –

“approved format attachment” means information in the format of Microsoft Word or Microsoft NotePad;

“charge document” means a document delivered:

- i. under Part 25 of the Companies Act 2006;
- ii. under Part 25 of the Companies Act 2006 as applied to limited liability partnerships by virtue of Part 9 of The Limited Liability Partnership (Application of Companies Act 2006) Regulations 2009³⁴;

iii. under Part 3 of The Overseas Companies (Execution of Documents and Registration of Charges) Regulations 2009³⁵;

“companies (or other bodies)” has the meaning set out in rule 2.(2);

³⁴ S.I. 2009/1804.

³⁵ S.I. 1917/2009.

“consent code” means a data code issued by the registrar in response to a consent to instructions being given (see the website for information on how to give consent to instructions being given);

“consent e-mail address” means the e-mail address supplied as part of the consent to instructions being given (see website for information on how to give consent to instructions being given);

“consent to instructions being given” means consent to instructions being given under section 1075 (see the website for information on how to give consent to instructions being given);

“correction pro-forma” means the document in Schedule 2;

“eligible person” means a company (or other body) or other person who delivers a charge document in respect of the company (or other body) to the registrar and who has given consent to instructions being given;

“overseas company” has the meaning given in section 1044;

“qualifying charge document” means a charge document:

i. delivered by or relating to an eligible person;

ii. which has been received by the registrar within the period prescribed by an enactment or any extension period ordered by a court of competent jurisdiction for the delivery of that document;

iii. which appears to the registrar be incomplete or internally inconsistent;

and

iv. in respect of which it appears to the registrar that the omission or inconsistency could be resolved by amending a specified field.

“registrar” has the meaning given in section 1060(3);

“registrar’s nominated e-mail address” means:

i. for companies other than overseas companies:

a. for a charge document delivered in respect of a company registered in England and Wales to the registrar of companies in England and Wales at: **mortgageamendEW@companiesthouse.gov.uk**;

b. for a charge document delivered in respect of a company registered in Scotland to the registrar of companies in Scotland at: **mortgageamendSC@companiesthouse.gov.uk**;

c. for a charge document delivered in respect of a company registered in Northern Ireland to the registrar of companies in Northern Ireland at: **mortgageamendNI@companiesthouse.gov.uk**;

ii. for a charge document delivered in respect of an overseas company, any of the e-mail addresses specified in i.(a), (b) or (c);

“specified field” means the data entry field(s) specified in the third column of the table in Schedule 3 associated with the charge document identified by number and name respectively in the first and second columns of the table;

“website” means the website maintained by the registrar at the URL www.companiesthouse.gov.uk as such website may be amended from time to time;

(2) Unless the context otherwise requires, references to sections are to sections of the Companies Act 2006.

(3) In this Volume of the rules-

(a) any reference to a “rule” or “rules” is a reference to the rules in this Volume of the registrar’s rules 2009 and any reference to a numbered rule, Chapter, Part or Schedule is to the rule, Chapter, Part or Schedule so numbered in this Volume;

- (b) any reference to an Act includes a reference to any subordinate legislation made under that Act;
- (c) words in the singular shall include the plural and vice versa and a reference to a gender shall include a reference to all genders.

PART 2 PROCEDURE

Form of instructions

- 5.(1) Instructions for informal correction may only be given in respect of a specified field on a qualifying charge document by an eligible person.
- (2) Instructions for informal correction must be given in the form of the correction pro-forma.
- (3) The correction pro-forma contains data input fields each of which is associated with a descriptor indicating the information expected in that data input field and each relevant data input field must be completed as required in legible characters.
- (4) The instructions for correction must precisely identify the company to which the instructions relate: the correction pro-forma contains data fields for the name and number of the company.

Manner of delivery

- 6. The correction pro-forma must be delivered to the registrar in electronic form as an approved format attachment to an e-mail addressed to the registrar's nominated e-mail address.

Requirements for authentication

- 7.(1) Each set of instructions to correct given to the registrar must contain a consent code by way of authentication on behalf of the eligible person (or a person acting under his specific authority).
- (2) The consent code must be supplied as legible characters in electronic form in the body of the e-mail delivered under rule 6. to which the correction pro-forma is attached.

Signed by:

Gareth Jones - Registrar of Companies for England and Wales

Dorothy Blair - Registrar of Companies for Scotland

Helen Shilliday - Registrar of Companies for Northern Ireland

SCHEDULES

Schedule 1- Bodies in respect of which instructions to correct a charge document may be given

Companies within the meaning of section 1

Companies registered under section 1040

European Public Limited-Liability Companies (SEs) within the meaning of Council Regulation 2157/2001/EC which are registered as such in the United Kingdom

Limited liability partnerships registered under the Limited Liability Partnerships Act 2000

Overseas companies within the meaning of section 1044

Schedule 2 – Correction pro-forma

PROFORMA

Company Number
Company Name
Contact Name/ Organisation
Address

- **The following details will need to be added, amended or deleted to the Form MG01/LL MG01/MG01s/LL MG01s/OS MG01/MG09/LL MG09**

Particulars of the charge to be added, amended or deleted (please tick as appropriate)

Date of Creation of Charge

Description

Amount Secured

Mortgagee(s) or person(s) entitled
to the charge

Short particulars of all the property
mortgaged or charged

Date charge presented
(applies to MG09/LL MG09)

Date of execution
(applies to MG09/LL MG09)

Date and parties to the charge
(applies to MG09 LL MG09)

Jurisdiction
(applies to MG09 LL MG09)

Floating charge statement
(applies to MG01s/LLMG01s/OSMG01)

- The following details will need to be added, amended or deleted to the Form MG06/LL MG06/MG06s/LL MG06s**

Particulars of the charge to be added, amended or deleted (please tick as appropriate)

Date of creation of charge	<input type="checkbox"/>
Description	<input type="checkbox"/>
Date of acquisition	<input type="checkbox"/>
Amount secured	<input type="checkbox"/>
Mortgagee(s) or person(s) entitled to the charge	<input type="checkbox"/>
Short particulars of all the property Mortgaged or charged	<input type="checkbox"/>

- The following details will need to be added, amended or deleted to the Form MG07/MG07s/LLMG07/LLMG07s/OSMG04**

Particulars of the charge to be added, amended or deleted (please tick as appropriate)

Date of covering deed	<input type="checkbox"/>
Total amount secured	<input type="checkbox"/>
Date of present issue	<input type="checkbox"/>
Amount of present issue	<input type="checkbox"/>
Date of resolution	<input type="checkbox"/>
Name of Trustee(s)	<input type="checkbox"/>
General description of property	<input type="checkbox"/>
Floating charge statement (applies to MG07s/LLMG07s/OSMG04)	<input type="checkbox"/>

(Please give the instructions in the box below)

Schedule 3 – Table of specified fields which can be informally corrected

Document Number	Document Name	What on the document can be informally corrected?
MG01	Particulars of a mortgage or charge.	<ul style="list-style-type: none"> • date of creation • description • amount secured • mortgagee(s) or person(s) entitled to the charge • short particulars of the property mortgaged or charged
LL MG01	Particulars of a mortgage or charge created by a Limited Liability Partnership (LLP)	<ul style="list-style-type: none"> • date of creation • description • amount secured • mortgagee(s) or person(s) entitled to the charge • short particulars of the property mortgaged or charged
MG01s	Particulars of a charge created by a company registered in Scotland	<ul style="list-style-type: none"> • date of creation • description • amount secured • mortgagee(s) or person(s) entitled to the charge • short particulars of the property mortgaged or charged
LL MG01s	Particulars of a charge created by a Limited Liability Partnership (LLP) registered in Scotland	<ul style="list-style-type: none"> • date of creation • description • amount secured • mortgagee(s) or person(s) entitled to the charge • short particulars of the property mortgaged or charged
OS MG01	Particulars of a mortgage or charge by an overseas company	<ul style="list-style-type: none"> • the statement, in the case of a floating charge, as to any restrictions on power to grant further securities and any ranking provision.
MG06	Particulars of a charge subject to which property has been acquired	<ul style="list-style-type: none"> • date of the instrument • description • date of acquisition of the property which is subject to the charge • amount secured • mortgagee(s) or person(s) entitled to the charge • short particulars of all the property mortgaged or charged
LL MG06	Particulars of a charge subject to which property has been acquired by a Limited Liability Partnership (LLP)	<ul style="list-style-type: none"> • date of the instrument • description • date of acquisition of the property which is subject to the charge • amount secured • mortgagee(s) or person(s) entitled to the charge • short particulars of all the property mortgaged or charged
MG06s	Particulars of a charge subject to which property has been acquired by a company registered in Scotland.	<ul style="list-style-type: none"> • date of the instrument • description • date of acquisition of the property which is subject to the charge • amount secured • mortgagee(s) or person(s) entitled to the charge • short particulars of all the property mortgaged or charged
LL MG06s	Particulars of a charge subject to which property has been acquired by a Limited Liability Partnership (LLP) registered in Scotland	<ul style="list-style-type: none"> • date of the instrument • description • date of acquisition of the property which is subject to the charge • amount secured • mortgagee(s) or person(s) entitled to the charge • short particulars of all the property mortgaged or charged
MG07	Particulars for the registration of a charge to secure a series of debentures	<ul style="list-style-type: none"> • date of covering deed • total amount secured by the series • date of present issue
LL MG07		

	Particulars for the registration of a charge to secure a series of debentures by a Limited Liability Partnership (LLP)	<ul style="list-style-type: none"> • amount of present issue • date of resolution authorising the issue • name of the trustees • general description of the property charged
MG07s LL MG07s OS MG04	<p>Particulars for the registration of a charge to secure a series of debentures by a company registered in Scotland.</p> <p>Particulars for the registration of a charge to secure a series of debentures by a Limited Liability Partnership (LLP) registered in Scotland</p> <p>Particulars for the registration of a charge to secure a series of debentures for an overseas company</p>	<ul style="list-style-type: none"> • date of covering deed • total amount secured by the series • date of present issue • amount of present issue • date of resolution authorising the issue • name of the trustees • general description of the property charged • the statement, in the case of a floating charge as to any restrictions on power to grant further securities and any ranking provision.
MG09 LL MG09	<p>Certificate of registration of a charge comprising property situated in another UK jurisdiction.</p> <p>Certificate of registration of a charge comprising property situated in another UK jurisdiction by a Limited Liability Partnership (LLP)</p>	<ul style="list-style-type: none"> • date and parties to the charge • date charge presented • jurisdiction in which the charge was presented

REGISTRAR'S RULES 2009

VOLUME 5

AUTHENTICATION OF A CERTIFICATE SENT BY THE REGISTRAR BY ELECTRONIC MEANS

Made

Coming into force

29th September 2009

1st October 2009

CONTENTS OF VOLUME 4

1. Commencement
 2. Application of this Volume
 3. Revocation of s710A approvals
 4. Definitions and general interpretation
 5. Authentication and issue of e-certificates
-

SCHEDULES

[Schedule 1](#) - Visual representation of the seal

The registrar of companies makes the following rules in exercise of the powers conferred by section 1115(2) and section 1117 of the Companies Act 2006

Commencement

1. The rules in this Volume come into force on 1st October 2009.

Application of this Volume

2.(1) The rules in this Volume apply to electronic certificates issued by the registrar on or after 1st October 2009.

(2) Other Volumes of the registrar's rules 2009 cover the following matters-

- (a) Requirements applicable to documents delivered to the registrar in electronic form (Volume 1);
- (b) Requirements applicable to documents delivered to the registrar in paper form (Volume 2);
- (c) Requirements applicable to a document or part of a document delivered to the registrar on a CD-ROM or DVD-ROM (Volume 3);
- (d) Fees payable to the registrar (Volume 4).

Revocation of s710A approvals

3. All approvals issued by the registrar pursuant to section 710A of the Companies Act 1985 in respect of the communication and authentication by the registrar of information in non-legible form are revoked with effect from 1st October 2009.

Definitions and general interpretation

4.(1) In this Volume of the rules-

“application” means a document or documents delivered to the registrar in electronic form and in respect of which the registrar is under a duty to issue a certificate if properly delivered to him;

“e-certificate” means a document in the form of an electronic portable document format (PDF) file that, if it were in hard copy form, would be required to be signed by the Registrar or authenticated by his seal;

“seal” means electronic code under the control of the registrar;

“visual representation of the seal” means any of the images contained in Schedule 1;

Unless the context otherwise requires, references to sections are to sections of the Companies Act 2006.

(2) In this Volume of the rules-

- (a) any reference to a “rule” or “rules” is a reference to the rules in this Volume of the registrar's rules 2009 and any reference to a numbered rule or Schedule is to the rule or Schedule so numbered in this Volume;
- (b) any reference to an Act includes a reference to any subordinate legislation made under that Act;
- (c) words in the singular shall include the plural and vice versa and a reference to a gender shall include a reference to all genders.

Authentication and issue of e-certificates

- 5.(1) This rule only applies to e-certificates sent by the registrar using electronic means.
- (2) Upon registering a properly delivered application the registrar will create an authenticated e-certificate.
- (3) The registrar authenticates the e-certificate by incorporating his seal within it such that the legible copy of the electronic file representing the e-certificate bears a visual representation of the seal.

Signed by:

Gareth Jones - Registrar of Companies for England and Wales

Dorothy Blair - Registrar of Companies for Scotland

Helen Shilliday - Registrar of Companies for Northern Ireland

SCHEDULES

Schedule 1 – Visual representations of the seal



**THE OFFICIAL SEAL OF THE
REGISTRAR OF COMPANIES**



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