

## Annual return - AR01

Data Item	Type	Max Char Length	Mandatory /Optional	Comments
Annual return date	Date	8	Yes	Date automatically populated
Re-Register (public to private)	Yes/No	-	No	Automatically set to 'No'
Was the company a 'Traded company'	Yes/No	-	No	Automatically set to 'No'
<b>Address details (Tab1)</b>				
Registered office address	(No input fields)	-	No	Pre populated with current RO Update/Confirm
<b>SAIL (Tab2)</b>				
Current SAIL address	(No input fields)	-	No	Pre populated if address registered Update/Confirm
<b>Company officers (Tab3)</b>				
To appoint/terminate/change particulars of company officer	(No input fields)	-	No	No alterations required if details correct Select AP01/02/03/04 to make changes
<b>SIC (Tab4)</b>				
Principle business activities	No input fields	-	Yes	Pre populated from previous AR01 Change/Add new code
	Drop down menu/radio buttons	-	No	Only if changing or adding a new code Go back/Submit
<b>Capital (Tab5)</b>				
Share capital	No input fields	-	Yes	Pre populated from previous AR01
Currency	No input fields	-	-	Pre populated
Class of share	Free text/link to drop down	50	Yes	Only mandatory if you add share currency & class
Number of shares	Numeric	11	Yes	Only mandatory if you add share currency & class
Amount paid up	Numeric	19	Yes	Up to 6 decimal places No more than 12 whole digits Only mandatory if you add share currency & class
Amount unpaid	Numeric	15	Yes	Up to 6 decimal places No more than 9 whole digits Only mandatory if you add share currency & class
Aggregate nominal total	Numeric	19	Yes	Up to 6 decimal places No more than 12 whole digits Only mandatory if you add share currency & class
Voting rights	Free text	4000	Yes	Only mandatory if you add share currency & class Cancel/Submit
Currency	No input fields	-	-	Pre populated
Class of share	Free text/link to	50	Yes	Only mandatory if you add share currency & class

	drop down			
Number of shares	Numeric	11	Yes	Only mandatory if you add share currency & class
Amount paid up	Numeric	19	Yes	Up to 6 decimal places No more than 12 whole digits Only mandatory if you add share currency & class
Amount unpaid	Numeric	15	Yes	Up to 6 decimal places No more than 9 whole digits Only mandatory if you add share currency & class
Aggregate nominal total	Numeric	19	Yes	Up to 6 decimal places No more than 12 whole digits Only mandatory if you add share currency & class
Voting rights	Free text	4000	Yes	Only mandatory if you add share currency & class Cancel/Submit
Currency	Drop down menu	3	-	-
Class of share	Free text/link to drop down	50	Yes	Only mandatory if you add share currency & class
Number of shares	Numeric	11	Yes	Only mandatory if you add share currency & class
Amount paid up	Numeric	19	Yes	Up to 6 decimal places No more than 12 whole digits Only mandatory if you add share currency & class
Amount unpaid	Numeric	15	Yes	Up to 6 decimal places No more than 9 whole digits Only mandatory if you add share currency & class
Aggregate nominal total	Numeric	19	Yes	Up to 6 decimal places No more than 12 whole digits Only mandatory if you add share currency & class
Voting rights	Free text	4000	Yes	Only mandatory if you add share currency & class Cancel/Submit
<b>Shareholders (Tab6)</b>				
Shareholding(s)	No input fields	-	Yes	Pre populated from previous AR01
Class of share	Drop down menu	3	Yes	-
Number of shares	Numeric	16	Yes	Back/Submit
Number of shares	Numeric	10	Yes	-
Date of transfer	Date	10	Yes	Back/Submit
Surname	Free text	160	Yes	Back/Submit
Forename	Free text	50	Yes	-
Class of share	Drop down menu	-	-	Pre populated
Number of shares	Numeric	16	-	Pre populated
New shareholder(s)	Button	-	No	Opens page with following fields Add-update other shareholders
Surname/Corporate name	Free text	160	Yes	-

Forename	Free text	50	No	Only if not a corporate body Back/Submit
Class of shares	Drop down menu	-	Yes	-
Number of shares	Numeric	16	Yes	Confirm
<b>Contact details &amp; authorisation</b>				
E-mail address	E-mail address	64	Yes	Pre populated
Forename	Free text	25	Yes	-
Surname	Free text	25	Yes	-
Telephone number	Numeric	25	Yes	-
Payment	Yes/No	-	Yes	-
Presenter id	Free text	11	Yes	-
Authentication code	Numeric	11	Yes	-