

REQUIREMENTS APPLICABLE TO DOCUMENTS DELIVERED TO THE REGISTRAR IN ELECTRONIC FORM 2022

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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.

PART 1

GENERAL INTRODUCTORY PROVISIONS

Commencement

1. These rules come into force on 21 January 2022.

Revocation

2. The rules in Volume 1 of the Registrar's (Electronic Form) Rules 2012 (as amended) are revoked with immediate effect.

Application of these rules

- 3.(1) These rules apply to any document delivered to the registrar in electronic form on or after 21 January 2022 unless it is a document to which rule 3.(2) applies.
- (2) This rule applies to documents delivered on CD-ROM or DVD-ROM and documents delivered pursuant to an obligation arising before 1 October 2009.
- (3) Parts 2-5 of these rules apply 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)".
- (4) Part 6 of these rules applies to extractives reports delivered in respect of undertakings.
- (5) The rules in Volumes 2, 3, 4 and 5 of the Registrar's Rules 2009 remain in force and 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); and
 - (d) Authentication of a certificate sent by the registrar by electronic means (Volume 5).

Definitions and general interpretation

- 4.(1) Defined terms used in these rules and their meanings are contained in Schedule 2.
- (2) Unless the context otherwise requires-
 - (a) references to sections are to sections of the Companies Act 2006;
 - (b) a reference to a "rule" or "rules" is a reference to these Registrar's (Electronic Form) Rules 2018 and a reference to a numbered rule, Chapter, Part or Schedule is to the rule, Chapter, Part or Schedule so numbered in these rules;
 - (c) references to delivering a document include submitting or sending it;
 - (d) a reference to an Act includes a reference to any subordinate legislation made under that Act;
 - (e) words in the singular include the plural and vice versa.
- (3) Subject to rule 4.(4), material or information referred to in these rules as being specified, described, accessible or available on or through the website is included in and forms part of these rules.
- (4) Material or information referred to in these rules as being "from time to time" specified, described, accessible or available on or through the website does not form part of these rules.

Authentication: general provisions

- 5.(1) This rule applies to every document delivered in electronic form.
- (2) The registrar's requirements in respect of digital codes are specified on the website.
- (3) Every digital code provided by way of authentication of a document will be indelibly linked to and retained as part of that document.
- (4) Unless otherwise set out in these rules, a person who authenticates a document must belong to, or be specifically authorised by a person who belongs to, a category or class of person specified by the registrar in Schedule 9 as being permitted to authenticate that document.

Communications

6.(1) Communications from the registrar relating to or arising from the delivery of a document in electronic form shall be sent only in electronic form. This includes the issue of certificates.

PART 2

CHS

Chapter 1

General provisions

Application of Part

- 7.(1) This Part applies to documents delivered to the registrar using CHS and shall be construed accordingly.
- (2) The documents that may be delivered to the registrar are specified in column 1 of the table in Schedule 3. The legislative provision under which each document is delivered is specified in column 2 of that table.
- (3) Any restriction on the circumstances in which a document can be delivered is specified in column 4 of the table in Schedule 3.

Using CHS

- 8.(1) This rule applies to every document.
- (2) To deliver a document the presenter must:
- (a) have access to the internet;
 - (b) have an email account; and
 - (c) be a registered user of CHS (information about the registration process is available from time to time on the website).

Application to strike off

- 9.(1) This rule applies to an application to strike off made by a presenter who is not the sole director or sole member of the company (or other body) to which the application relates.
- (2) The presenter must have an email address for each director or member required to authenticate the application to strike off (see rule 13(1)).

Chapter 2

Form of document

Document to be in the form of a template

- 10.(1) This rule applies to every document.
- (2) A document must be in the form of the template supplied for that purpose by the registrar.
- (3) The data input fields that make up each template are specified by the registrar on the website at <http://resources.companieshouse.gov.uk/about/policyDocuments/registrarsRules/volume1.pdf>
- The arrangement and order of data input fields relative to one another within a template and the shape, size, colour and general appearance of a data input field are not matters specified by the registrar for the purposes of these rules.
- (4) Column 3 of the table in Schedule 3 identifies the templates to be used in respect of the legislative provisions listed in column 2 of that table. Where there is more than one template in respect of a legislative provision the title of the template will refer to the circumstances in which it is to be used.
- (5) The presenter must complete every data input field in a template unless the field is a non-mandatory one or there is otherwise no legal requirement or authority to provide the information requested.
- (6) The presenter must check and if necessary, correct any prepopulated information in a data input field.

Accounts

11.(1) The accounts of a company (or other body) may only be delivered if, when rendered into human readable form by the registrar, they comply with any statutory provision that requires them (or any part of them) to be a copy of the accounts (or any part of the accounts) prepared for the company (or other body).

Chapter 3

Authentication

Authentication of documents delivered using CHS

12. (1) This rule applies to every document.

(2) The presenter must by way of authentication provide the registrar with the name and registered number of the company (or other body) to which the document relates.

(3) The presenter must provide the registrar with the authentication code of the company (or other body) to which the document relates.

Application to strike off

13.(1) An application to strike off must be authenticated by each director or member required to make the application under s1003(2)(a)¹ by providing the company authentication code.

Chapter 4

Delivery and receipt

Manner of delivery

14. (1) To send a document the presenter must be on-line and logged into CHS.

(2) The document is sent when the presenter selects the “submit” radio button found at the end of the template.

Receipt

15.(1) A document is received when it is given a “pre-queued” or “queued” status by the registrar.

PART 3

SOFTWARE FILING

Chapter 1

General provisions

Application of Part

16.(1) 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 to the registrar are specified in column 1 of the table in Schedule 4. The legislative provision under which each document is delivered is specified in column 2 of that table.

(3) Any restriction on the circumstances in which a document can be delivered is specified [in column 4 of the table in Schedule 4].

Using the software filing facility

17.(1) This rule applies to every document.

(2) To deliver a document the presenter must-

- (a) register as a presenter with the registrar;
- (b) have an XML account with the registrar;

¹ As applied to LLPs by Regulation 51 of the LLP Regulations.

- (c) have access to appropriate software and hardware;
 - (d) have a presenter authentication code; and
 - (e) comply with the registrar's technical requirements relating to the use of the software filing facility;
- and information about (a), (b), (d) and (e) is specified in more detail from time to time on the website.

Incorporation packages

18.(1) An incorporation package may only be delivered by a presenter who is an incorporation agent.

Charge documents

19.(1) A presenter who delivers a charge document on behalf of an interested person must have a lender authentication code.

Chapter 2

Form of document

Documents to be in the form of a schema

20.(1) This rule applies to any document unless it is a document to which rule 20.(2) applies.

(2) This rule applies to-

- (a) accounts (see rule 21.);
- (b) copy instruments (see rule 23.(3));
- (c) prescribed formation documents (see rule 24.(1); and
- (d) CIC articles of association (see rule 24.(1)).

(3) A document or documents must-

- (a) be in the form of the XML data schema for that document or documents (and a memorandum of association must be delivered in prescribed form² as part of the relevant XML data schema);
- (b) incorporate the XML base schema; and
- (c) be contained in a GovTalk envelope.

(4) Column 3 of the table in Schedule 4 identifies the XML data schema to be used in respect of each document or documents listed in column 1. Where there is more than one schema in respect of a document, or more than one document is to be delivered using a single schema, the title of the schema will refer to the circumstances in which it is to be used.

(5) The registrar's technical requirements in respect of the XML base schema and each XML data schema are specified on the website at <http://xmlgw.companieshouse.gov.uk/SchemaStatus>

Form of accounts

21.(1) Accounts delivered using software filing must be in the form of iXBRL accounts, incorporate the XML base schema, and be contained in a GovTalk envelope.

(2) The accounts of a company (or other body) may only be delivered if, when rendered into human readable form by the registrar, they comply with any statutory provision that requires them (or any part of them) to be a copy of the accounts (or any part of them) prepared for the company (or other body).

Resolution for a change of name

22.(1) A copy of a resolution for a change of name may only be delivered if the resolution passed is in the form shown in Schedule 7. The copy resolution must be accompanied by a notice of change of name.

(2) The copy resolution and notice must be delivered in the form of a single XML data schema.

Qualifying charge documents, copy instruments and certification

23.(1) A qualifying charge document may only be delivered if it is accompanied by a certified copy instrument.

(2) The statement of certification and the qualifying charge document must be delivered in the form of a single XML data schema.

² SI 2008/3014

(3) The copy instrument must be in the form of a compatible PDF file uploaded and electronically linked to and contained in the same GovTalk envelope as the qualifying charge document to which it relates.

CIC incorporation package

24.(1) A CIC incorporation package may only be delivered if the prescribed formation documents and CIC articles of association are in the form of a compatible PDF file uploaded and electronically linked to and contained in the same GovTalk envelope as the remainder of the documents comprised in the package.

Chapter 3 Authentication

Authentication of documents delivered by software filing

25.(1) This rule applies to any document except for an incorporation package.

(2) The presenter must by way of authentication provide the registrar with the name and registered of the company (or other body) to which the document relates in conformity with the XML data schema for that document.

(3) Except where a charge document is delivered by or for an interested person (see rule 27.(4)) the presenter must by way of authentication provide the registrar with the authentication code of the company (or other body) to which the document relates in conformity with the XML data schema for that document.

The incorporation package

26.(1) In respect of a company incorporation package or CIC incorporation package-

(a) authentication for the purposes of section 8(2) is by each subscriber to the memorandum of association by a personal authentication code; and

(b) the statement of compliance delivered under section 9(1) must be authenticated by each subscriber to the memorandum of association by a personal authentication code or by the incorporation agent by the agent's personal authentication code;

in accordance with the specified XML data schema for incorporation.

(2) 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 a 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 a personal authentication code;

in accordance with the relevant XML data schema for incorporation.

Charge documents

27.(1) A charge document to be delivered by or for an interested person must contain a lender authentication code by way of authentication in conformity with the XML data schema for that document.

(2) A certificate is authenticated by means of the name and personal authentication code of the person giving the certificate in conformity with the XML data schema for that document.

Chapter 4 Delivery and receipt

Manner of delivery

28.(1) To send a document or package of documents the presenter or incorporation agent must transmit the following through the XML Gateway as one uninterrupted complete transmission –

(a) the document(s);

(b) the XML base schema;

- (c) any linked compatible PDF files; and
- (d) the GovTalk envelope.

Receipt

29.(1) A document is received when it is given a “pre-queued” or “queued” status by the registrar.

PART 3

SET UP A LIMITED COMPANY & REGISTER FOR CORPORATION TAX SERVICE (SALCTax)

Chapter 1

General provisions

Application of Part

30.(1) This Part applies to incorporation packages delivered to the registrar using SALCTax and shall be construed accordingly.

(2) SALCTax may only be used to deliver incorporation packages that meet the eligibility criteria specified in column 3 of the table in Schedule 5.

Using SALCTax

31.(1) To deliver an incorporation package the presenter must:

- (a) have access to the internet;
- (b) have an email account;
- (c) create a Government Gateway user ID for the company; and
- (d) agree to the terms upon which SALCTax is provided;

in accordance with such requirements as are specified on the website.

Chapter 2

Form of document

Document to be in the form of a template

32.(1) Except for a memorandum of association (which must be in prescribed form) or a permitted attachment (see rule 33.) an incorporation package must be in the form of a template supplied for that purpose by the registrar.

(2) The data input fields that make up each template are specified by the registrar on the website at:

<http://resources.companieshouse.gov.uk/about/policyDocuments/registrarsRules/volume1.pdf>

The arrangement and order of data input fields relative to one another within a template and the shape, size, colour and general appearance of a data input field are not matters specified by the registrar for the purposes of these rules.

(3) The templates to be used to deliver an incorporation package are identified in column 1 of the table in Schedule 5. The title of each template refers to the circumstances in which it should be used.

(4) The presenter must complete every data input field in a template unless the field is a non-mandatory one or there is otherwise no legal requirement or authority to provide the information requested.

(5) The presenter must check and if necessary, correct any prepopulated information in a data input field.

(6) The memorandum of association is viewed by selecting the “memorandum of association” link in the template.

(7) Model articles can be viewed by selecting the “model articles” link in the template.

Permitted attachments

33.(1) Column 2 of the table in Schedule 5 identifies those documents that must be delivered in the form of a permitted attachment to an incorporation package.

(2) Permitted attachments must be in the form of a compatible PDF file uploaded and electronically linked to a document in the incorporation package by means of the “upload” radio button supplied as part of the template.

Chapter 3

Authentication

Authentication of incorporation package

- 34.(1) Authentication for the purpose of section 8(2) is by each subscriber to the memorandum of association by means of a personal authentication code.
- (2) The statement of compliance delivered under section 9(1) must be authenticated by each subscriber to the memorandum of association by means of a personal authentication code or by the subscribers' agent by means of the agent's personal authentication code.

Chapter 4

Delivery and receipt

Manner of Delivery

- 35.(1) Before the presenter can send an incorporation package to the registrar the presenter must be on-line and logged into SALCTax.
- (2) The incorporation package is sent by selecting the "proceed to payment" radio button found at the end of the template and then completing the payment process so that payment of the fee is made to the registrar.
- (3) A permitted attachment is sent when the document to which it is electronically linked is sent.

Receipt

- 36.(1) An incorporation package in respect of which the fee is tendered by credit card or debit card is received when it is given a "pre-queued" or "queued" status by the registrar.

PART 4

WEBFILING

Chapter 1

General provisions

Application of Part

- 37.(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 are specified in column 1 of the table in Schedule 6. The legislative provision(s) under which each of those documents is delivered is or are specified in column 3 of that table.
- (3) Any restrictions on the circumstances in which a document can be delivered are specified in column 4 of the table in Schedule 6.

Using web filing

- 38.(1) To deliver a document the presenter must:
- (a) have access to the internet;
 - (b) have an email account; and
 - (c) be a registered user of web filing (information about the registration process is available from time to time on the website).
- (2) A presenter who delivers a charge document on behalf of an interested person must have a lender authentication code and a presenter authentication code.

Chapter 2

Form of document

Document to be in the form of a template

39.(1) Except for a memorandum of association (which must be in prescribed form) or a copy instrument (see rule 43.) a document or documents must be in the form of the template supplied by the registrar.

(2) The data input fields that make up each template are specified by the registrar on the website at:

<http://resources.companieshouse.gov.uk/about/policyDocuments/registrarRules/volume1.pdf>

The arrangement and order of data input fields relative to one another within a template and the shape, size, colour and general appearance of a data input field are not matters specified by the registrar for the purposes of these rules.

(3) Column 4 of the table in Schedule 6 identifies the template(s) to be used in respect of the legislative provisions listed in column 3 of that table. Where there is more than one template in respect of a legislative provision the title of the template will refer to the circumstances in which it is to be used.

(4) The presenter must complete every data input field in a template unless the field is a non-mandatory one or there is otherwise no legal requirement or authority to provide the information requested.

(5) Except for accounts delivered in the form of a downloadable accounts template (see rule 41(3).) the document template must be completed on-line while the presenter is logged onto web filing.

(6) The presenter must check and if necessary correct any prepopulated information in a data input field.

The company incorporation package

40.(1) This rule applies to a company incorporation package.

(2) The memorandum of association is viewed by selecting the “memorandum of association” link in the incorporation template.

(3) Model articles can be viewed by selecting the “model articles” link in the incorporation template.

Accounts

41.(1) This rule applies to accounts.

(2) The accounts of a company (or other body) may only be delivered if, when rendered into human readable form by the registrar, they comply with any statutory provision that requires them (or any part of them) to be a copy of the accounts (or any part of them) prepared for the company (or other body).

(3) Where accounts are to be delivered 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

Resolution for a change of name

42.(1) A copy of a resolution for a change of name may only be delivered if-

(a) the resolution passed by the company is in the form of the resolution set out in the relevant template; and

(b) the copy resolution is accompanied by a notice of change of name;

Qualifying charge documents

43.(1) A qualifying charge document may only be delivered if it is accompanied by-

(a) a copy instrument; and

(b) the certificate referred to in s859A(3).

(2) The copy instrument must be in the form of a compatible PDF file uploaded and electronically linked to the qualifying charge document by means of the “upload” radio button supplied as part of the template for that document.

(3) The certificate must be in the form of the template supplied for that purpose by the registrar.

(4) A presenter who gives the certificate using a prepopulated statement must check and if necessary, amend the certificate before delivering it.

Chapter 3 Authentication

Authentication of documents delivered using web filing

44. (1) This rule applies to any document except for an incorporation package.

(2) The presenter must by way of authentication provide the registrar with the name and registered number of the company (or other body) to which the document relates, and the presenter instructs the registrar to prepopulate the template accordingly.

(3) Except where a charge document is delivered by or for an interested person (see rule 47.(1)) the presenter must provide the registrar with the authentication code of the company (or other body) to which the document relates.

The company incorporation package

45.(1) Authentication for the purpose of section 8(2) is by each subscriber to the memorandum of association by means a personal authentication code.

(2) The statement of compliance delivered under section 9(1) must be authenticated by each subscriber to the memorandum of association by means of a personal authentication code or by the subscribers' agent by means of the agent's personal authentication code.

Authentication of charge documents

46.(1) A presenter who authenticates a charge document as or for an interested person must by way of authentication provide the registrar with a lender authentication code prior to accessing the relevant template.

(2) The certificate referred to in s859A(3) is authenticated by the provision of the personal authentication code and the name of the person giving the certificate.

Chapter 4 Delivery and receipt

Documents other than accounts in the form of a downloadable accounts template

47.(1) This rule applies to all documents except for accounts delivered in the form of a downloadable accounts template (see rule 48.)

(2) To send a document the presenter must be on-line and logged into web filing.

(3) A document other than a copy instrument is sent when the presenter selects the "submit" or "send" radio button found at the end of the template.

(4) A copy instrument is sent by sending the qualifying charge document to which it is electronically linked (see rule 40).

Accounts in the form of a downloadable accounts template

48.(1) This rule applies to accounts sent in the form of a downloadable accounts template.

(2) To send the accounts the presenter must use a computer connected to the internet although the presenter need not be logged-into the web filing service at the time.

(3) The accounts are sent:

- (a) by selecting the "submit" or "send" radio button found at the end of the locally saved electronic copy of the template; and
- (b) by supplying the company's registered number and authentication code by means of authentication when prompted.

Receipt

49.(1) A document is received when it is given a "pre-queued" or "queued" status by the registrar.

PART 5 SHARED ACCOUNTS FILING SERVICES

Chapter 1 General provisions

Application of Part

50.(1) This Part applies only to accounts delivered to the registrar in electronic form using the CATO service or the HMRC joint filing service and shall be construed accordingly.

Eligibility

51.(1) The accounts that may be delivered to the registrar are specified in column 2 of the table in Schedule 7 in respect of the relevant service (see column 1 of that table). The legislative provisions under which those accounts are delivered are specified in column 3 of the table.

(2) The CATO service and the HMRC joint filing service must only be used to deliver the accounts of companies that meet the eligibility criteria specified in column 4 of the table in Schedule 7 in respect of the relevant service.

Using the CATO service

52.(1) To deliver accounts to the registrar using the CATO service the presenter must-

- (a) have access to the internet;
- (b) have an email account;
- (c) be a registered user of the Government Gateway;
- (d) be a registered user of the HMRC on-line filing service; and
- (e) agree to the terms upon which the CATO service is provided as part of the HMRC on-line filing service

as each of these requirements is specified in more detail on the website.

(2) To use the CATO service to deliver a micro balance sheet the presenter must input the micro accounts into the CATO template.

(3) The presenter must provide an email address for the purpose of communications.

Using the HMRC joint filing service

53.(1) To deliver accounts to the registrar using the HMRC joint filing service the presenter must-

- (a) register details with the registrar;
- (b) have access to the internet;
- (c) be a registered user of the Government Gateway;
- (d) be a registered user of the HMRC on-line filing service; and
- (e) agree to the terms on upon which the HMRC joint filing service is provided

as each of these requirements is specified in more detail on the website.

(2) The presenter must provide an email address for the purpose of communications.

Chapter 2

Form of document

Form of CATO accounts

54.(1) The presenter may only use the CATO service to deliver accounts to the registrar in the form of the CATO template.

(2) The CATO template contains data input fields each of which is associated with a descriptor indicating the information required.

(3) The data input fields that make up the CATO template are specified by the registrar on the website at

<http://resources.companieshouse.gov.uk/about/policyDocuments/registrarsRules/volume1.pdf>

The arrangement and order of data input fields relative to one another within a template and the shape, size, colour and general appearance of a data input field are not matters specified by the registrar for the purposes of these rules.

(4) The accounts must be completed on-line while the presenter is logged into the HMRC on-line filing service.

(5) The presenter must complete every data input field in the template unless the field is a non-mandatory or there is otherwise no legal requirement or authority to provide the information requested.

(6) The presenter must check and if necessary correct any prepopulated information in a data input field.

(7) The accounts of a company (or other body) may only be delivered if, when rendered into human readable form by the registrar, they comply with any statutory provision that requires them (or any part of them) to be a copy of the accounts (or any part of them) prepared for the company (or other body).

Form of HMRC joint filing service accounts

55.(1) The presenter may only use the HMRC joint filing service to deliver accounts in the form of the HMRC joint filing template to the registrar.

(2) The HMRC joint filing template contains data input fields each of which is associated with a descriptor indicating the information required.

(3) Before any information can be input into the data input fields an electronic portable document (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) The presenter must complete every data input field in the template unless the field is a non-mandatory or there is otherwise no legal requirement or authority to provide the information requested.

(6) The presenter must check and if necessary, correct any prepopulated information in a data input field.

(7) The accounts of a company (or other body) may only be delivered if, when rendered into human readable form by the registrar, they comply with any statutory provision that requires them (or any part of them) to be a copy of the accounts (or any part of them) prepared for the company (or other body).

Chapter 3 Authentication

Authentication of accounts

56.(1) The presenter must by way of authentication provide the registrar with the registered number and authentication code of the company in respect of which accounts are to be delivered using either the CATO service or the HMRC joint filing service.

Chapter 4 Delivery and receipt

Manner of delivery: CATO service

57.(1) Accounts delivered using the CATO service must be sent whilst the presenter is on-line and logged into the HMRC on-line filing service.

(2) To send accounts using the CATO service the presenter must-

(a) indicate that the presenter wishes to submit accounts to the registrar using the radio button provided as part of the CATO template;

(b) input the company's registered number and authentication code by way of authentication;

(c) select the "Submit to Companies House" radio button found at the end of the CATO template.

Manner of delivery: HMRC joint filing service

58.(1) Accounts delivered using the HMRC joint filing service must be sent using a computer connected to the internet.

(2) To send accounts using the HMRC joint filing service, the presenter must-

(a) select the "submit" or "send" radio button found at the end of the locally saved copy of the HMRC joint filing template;

(b) input the company's registered number and authentication code by way of authentication; and

(c) input the presenter's email address;

Receipt: CATO service and HMRC joint filing service

59.(1) Accounts sent using the CATO service or the HMRC joint filing service are received when they are given a "pre-queued" or "queued" status by the registrar.

PART 6

EXTRACTIVES REPORT SERVICE

Chapter 1 General provisions

Application of Part

60.(1) This Part applies only to extractives reports delivered to the registrar using the extractives service and shall be construed accordingly.

Registered undertakings

61.(1) To deliver an extractives report in respect of a registered undertaking the presenter must-

- (a) have access to the internet;
- (b) have an email account; and
- (c) be a registered user of web filing or CHS (information about the registration process is available from time to time on the website).

Unregistered undertakings

62.(1) To deliver an extractives report in respect of an unregistered undertaking the presenter must-

- (a) have access to the internet;
- (b) have an email account; and
- (c) provide an email address for the purpose of obtaining a temporary identification number and temporary authentication code for the unregistered undertaking.

Chapter 2 Form of document

Extractives report to be in the form of the schema

63.(1) An extractives report must be in the form of an extractive's schema.

(2) The registrar's technical requirements in respect of the extractives schema are specified on the website at

<http://xmlgw.companieshouse.gov.uk/SchemaStatus>

Chapter 3 Authentication

Authentication by a registered undertaking

64.(1) This rule applies to any extractives report delivered in respect of a registered undertaking.

(2) An extractives report must contain by way of authentication the name of the registered undertaking and its registered number.

(3) The presenter must supply the registrar with the authentication code for the registered undertaking to which the report relates.

Authentication by an unregistered undertaking

65.(1) This rule applies to any extractives report delivered in respect of an unregistered undertaking.

(2) An extractive report must contain by way of authentication the name of the unregistered undertaking and a temporary identification number.

(3) The presenter of an extractives report must supply the registrar with a temporary authentication code for the unregistered undertaking to which the report relates before delivering the report.

(4) Information on how to obtain a temporary identification number and temporary authentication code is available on the website.

Chapter 4

Delivery and receipt

Delivery

66.(1) To send an extractives report the presenter must-

- (a) be on-line in the extractives service;
- (b) indicate the year for which the extractives report is delivered;
- (c) have access to a locally saved copy of the extractives report to be delivered;
- (d) supply by means of authentication when prompted the authentication code or temporary authentication code for the undertaking to which the extractives report relates; and
- (e) select the “upload extractives report” radio button found as part of the extractives service.

Receipt

67.(1) An extractives report is received when it is given a “pre-queued” or “queued” status by the registrar.

SCHEDULES

Schedule 1- Provisions conferring powers exercised in making these rules

Section 1068(1) to (4)

Section 1071(2)

Section 1111(1)

Section 1115(1)

Section 1117

Section 26 of the Welsh Language Act 1993

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

“accounts” means the annual accounts and reports required to be delivered to the registrar under an enactment;

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

“accounts template” means any and all of the following-

- (a) a downloadable accounts template;
- (b) the web-DCA template;
- (c) the CATO template;

“amending report” means a document that contains amendments to a report or consolidated report previously delivered to the registrar;

“annual accounts and reports” have the same meaning as in s471 of the Act;

“API” means application programming interface;

“authentication code” means a confidential code agreed by the company (or other body) and the registrar;

“CATO service” means the company accounts and taxation on-line filing facility for the delivery of accounts in electronic form to the registrar and/or financial information in electronic form to HMRC and which is hosted by HMRC as part of its on-line filing services;

“CATO template” see rule 32.(3);

“certified” and “certification” see s1111(1) of the Act;

“charge” means a charge eligible for registration under Part 25 of the Act or Part 25 of the Act as modified to apply to LLPs;

“charge document” means a document delivered pursuant to an obligation arising under Part 25 of the Act or Part 25 of the Act as modified to apply to LLPs;

“CH-only shared template” means the accounts template identified as “audit exempt full accounts (with abbreviated option)” in the table in Schedule 6;

“CHS” means the registrar’s on-line API gateway filing service of that name (also known as “Companies House Service”);

“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;

“CIC articles of association” means proposed articles of association delivered as part of a CIC incorporation package;

“CIC incorporation package” means an incorporation package in respect of a proposed CIC;

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

“company incorporation package” means an incorporation package in respect of a proposed company;

“compatible PDF file” means a file in portable document format;

“copy instrument” means a copy of the instrument by which a charge is created or evidenced;

“consolidated report” has the meaning set out in regulation 8 of the Extractives Regulations;

“data input field” means-

- (a) a box or similarly delineated area visible in human readable form on a website the purpose of which is to capture information; together with
- (b) the descriptor text associated with the box the purpose of which is to signify the nature of the information required to be input into the box;

“digital codes” means authentication codes, lender authentication codes, presenter authentication codes, personal authentication codes, temporary identification numbers, temporary authentication codes and digital signatures as the case may require;

“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 to be used to deliver accounts to the registrar other than the web-DCA template or CATO template;

“electronic filing” means one, more or all of CHS, software filing, SALCTax, webfiling, the CATO service, the HMRC joint filing service or the extractives service as the case requires;

“iXBRL accounts” means accounts delivered 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;

“extractives regulations” means the Reports on Payments to Government Regulations 2014 (SI 2014/3209);

“extractives report” means a report or consolidated report or amending report (as the case may be) for a specified year;

“extractives schema” means the XML data schema to be used for the purpose of delivering an extractives report;

“extractives service” means the facility of that name whereby an extractives report can be delivered to the registrar through an on-line API based gateway accessible through the website;

“fee-bearing document” means a document for which a fee is payable in respect of its receipt;

“Government Gateway” means the UK’s centralised registration facility for e-Government services which is available at www.gateway.gov.uk;

“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 an on-line template, in the form of the CH-only shared template, which is 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 who has a valid presenter authentication code;

“incorporation package” means-

- (a) in the case of a proposed company, the memorandum of association together with the application for registration, the statement of compliance, and the other documents that section 9 requires to be delivered to the registrar as registration documents;
- (b) in the case of a proposed company that is to be a CIC, the documents required for a proposed company (see (a)) together with the prescribed formation documents; and
- (c) in the case of a proposed LLP, the documents that section 2 of the LLP Act requires 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 webfiling;

“interested person” means any person interested in a charge other than the company (or other body) against which the charge is or is to be registered;

“iXBRL” means inline XBRL;

“lender authentication code” means a confidential code known to the interested person and the registrar;

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

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

“LLP Regulations” means the Limited Liability (Application of Companies Act 2006) Regulations 2009³;

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

“micro-accounts” means the annual accounts and reports of a company that qualifies as a micro-entity in relation to a financial year (see s384A and s384B) and which accounts are prepared for that year in accordance with any of the micro-entity provisions;

“micro-entity” means a company that qualifies as a micro-entity in relation to a particular financial year;

“micro-entity provisions” means any provisions of Part 15 or Part 16 of the Act or regulations under Part 15 relating specifically to the individual accounts of a company which qualifies as a micro-entity;

“names approval” means an approval under section 54 or section 55 of a consent to the registration of a proposed name under regulation 8 of the Company and Business Names (Miscellaneous Provisions) Regulations 2008⁴;

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

“prescribed formation documents” has the meaning set out in s36 of the CIC Act;

³ SI 2009/1804

⁴ SI 2009/1085

“presenter” means a person using electronic filing to deliver a document to the registrar;

“presenter authentication code” means a confidential code unique to the presenter which is known to the registrar and the presenter;

“qualifying charge document” means a document in electronic form delivered or to be delivered pursuant to an obligation arising under s859A or s859C of the Act;

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

“report” has the meaning set out in regulation 4 of the Extractives Regulations;

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

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

“registered undertaking” means a company or LLP;

“registrable person” has –

- (a) in relation to a company the meaning given to it in section 790C(4); and
- (b) in relation to an LLP the meaning given to it in section 790C(4) as applied to LLPs by regulation 31B in Schedule 1 of the Limited Liability Partnerships (Register of People with Significant Control) Regulations 2016;⁵

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

“restricted document” means a document required to contain information about one or more of the current or proposed registrable persons of a company (or other body) and where at the time of delivery to the registrar one or both of the following would or do apply-

(a) in relation to one or more of the current or proposed registrable persons of the company (or other body) restrictions on using or disclosing the particulars of that person or persons in relation to that company (or other body) are in force under regulations under section 790ZG or (as the case may be) section 790ZG as applied to LLPs by regulation 31L in Schedule 1 of the Limited Liability Partnerships (Register of People with Significant Control) Regulations 2016⁵); and/or

(b) in relation to one or more of the past registrable persons of the company or LLP restrictions on using or disclosing the particulars of that person or persons in relation to that company or LLP are in force under regulations under section 790ZG or (as the case may be) section 790ZG as applied to LLPs by regulation 31L in Schedule 1 of the Limited Liability Partnerships (Register of People with Significant Control) Regulations 2016 and the fact that the person has ceased to be a registrable person in relation to that company or LLP has not yet been registered by the registrar;

“SALCTax” means the web-based streamlined company registration service for the delivery of an incorporation package in electronic form to the registrar and (optionally) the delivery of information for tax registration in electronic form to HMRC;

“software filing” means the facility whereby a document can be delivered to the registrar by using XML to transmit it through the XML gateway but excluding any facility or transmission to the extent that it involves the delivery of accounts using the HMRC joint filing service;

⁵ SI 2016/340

“submission number” means the unique electronic identifier automatically generated as part of the extractives service when an extractives report is successfully uploaded through the API gateway;

“template” means all of the individual data input fields needed to deliver a single specified document to the registrar;”

“temporary identification number” means a unique number obtained in accordance with rule 42.(2);

“temporary authentication code” means a unique code obtained in accordance with rule 42.(2);

“undertaking” has the meaning set out in regulation 2 of the Extractives Regulations;

“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);

“unregistered undertaking” means an undertaking other than a company or LLP;”.

“web DCA template” means the non-downloadable template identified as AA02 (see http://resources.companieshouse.gov.uk/about/policyDocuments/registrarsRules/ewfAA02_registrarsRules.pdf)

“webfiling” means the registrar’s non-API website filing service of that name whereby a document in electronic form can be delivered on-line to the registrar;

“website” means –

- (a) www.companieshouse.gov.uk;
- (b) www.gov.uk and any websites or web pages relating to HMRC’s online filing services or Companies House which are accessed through www.gov.uk;
- (c) www.online.hmrc.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 7;

“XML data schema” means any of the registrar’s XML data schemata developed for the purposes of facilitating software filing;

“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 CHS, the legislative provisions under which each is delivered, the templates that must be used in respect of them and whether personal authentication is required

Documents which may be delivered to the registrar using CHS	Legislative provision(s) requiring or authorising the delivery of the document under the Companies Act 2006	Template to be used for CHS
Change of registered office address	Section 87 of the Companies Act 2006	<u>Change of registered office address – AD01</u>

Schedule 4 - Table specifying the documents that may be delivered to the registrar using software filing , the legislative provisions under which is each is delivered, the schema that must be used in respect of them and whether personal authentication is required.

Documents which may be delivered to the registrar using Software filing	Requirement to be authenticated by means of personal authentication by a natural person in accordance with rule 24	Legislative provision(s) requiring or authorising the delivery of the document	Format to be used
Memorandum	No	In accordance with Section 8 of the Companies Act 2006	Memorandum
Articles (where applicable)	No	In accordance with Section 9 of the Companies Act 2006	Articles
Application for incorporation	Yes	In accordance with Section 9 of the Companies Act 2006	Application for incorporation - IN01 Eligibility Criteria: This form can only be used to incorporate companies except where the document is a restricted document. A document which is a restricted document must not be delivered in electronic form to the registrar. The Registrar's (Paper Form) Rules contain the registrar's requirements for the delivery of restricted documents.
Appointment of corporate director	No	In accordance with Section 167 or 167D of the Companies Act 2006	Appointment of corporate director – AP02
Appointment of corporate secretary	No	In accordance with Section 276 or 279D of the Companies Act 2006	Appointment of corporate secretary – AP04
Appointment of director	No	In accordance with Section 167 or 167D of the Companies Act 2006	Appointment of director – AP01
Appointment of secretary	No	In accordance with Section 276 or 279D of the Companies Act 2006	Appointment of secretary – AP03

Change of corporate director's details	No	In accordance with Section 167 or 167D of the Companies Act 2006	Change of corporate director's details – CH02
Change of corporate secretary's details	No	In accordance with Section 167 or 167D of the Companies Act 2006	Change of corporate secretary's details – CH04
Change of director's details	No	In accordance with Section 167 or 167D of the Companies Act 2006	Change of director's details – CH01
Change of secretary's details	No	In accordance with Section 276 or 279D of the Companies Act 2006	Change of secretary's details – CH03
Termination of appointment of director	No	In accordance with Section 167 or 167D of the Companies Act 2006	Termination of appointment of director – TM01
Termination of appointment of secretary	No	In accordance with Section 276 or 279D of the Companies Act 2006	Termination of appointment of secretary – TM02
Notice of individual Person with Significant control (PSC)	No	In accordance with Section 790ZA of the Companies Act 2006	<p>Notice of individual Person with Significant control (PSC) – PS01</p> <p>Eligibility Criteria: This template may be used by companies except where the document is a restricted document. A document which is a restricted document must not be delivered in electronic form to the registrar. The Registrar's (Paper Form) Rules contain the registrar's requirements for the delivery of restricted documents.</p>
Notice of relevant legal entity (RLE) person with significant control (PSC)	No	In accordance with Section 790ZA of the Companies Act 2006	Notice of relevant legal entity (RLE) person with significant control (PSC) – PS02
Notice of other registrable person with significant control (PSC)	No	In accordance with Section 790ZA of the Companies Act 2006	Notice of other registrable person with significant control (PSC) – PS03
Change of details of individual person with significant control (PSC)	No	In accordance with Section 790ZA of the Companies Act 2006	Change of details of individual person with significant control (PSC) – PS04

			Eligibility Criteria: This template may be used by companies except where the document is a restricted document. A document which is a restricted document must not be delivered in electronic form to the registrar. The Registrar's (Paper Form) Rules contain the registrar's requirements for the delivery of restricted documents.
Change of details of a relevant legal entity (RLE) with significant control	No	In accordance with Section 790ZA of the Companies Act 2006	Change of details of a relevant legal entity (RLE) with significant control – PS05
Change of details of another registrable person	No	In accordance with Section 790ZA of the Companies Act 2006	Change of details of other registrable person – PS06
Notice of ceasing to be an individual person with significant control (PSC), relevant legal entity (RLE), or other registrable person (ORP)	No	In accordance with Section 790ZA of the Companies Act 2006	Notice of ceasing to be an individual person with significant control (PSC), relevant legal entity (RLE), or other registrable person (ORP) – PS07 Eligibility Criteria: This template may be used by companies except where the document is a restricted document. A document which is a restricted document must not be delivered in electronic form to the registrar. The Registrar's (Paper Form) Rules contain the registrar's requirements for the delivery of restricted documents.
Notification of PSC statements	No	In accordance with Section 790 of the Companies Act 2006	Notification of PSC statements – PS08 Eligibility Criteria: This template may be used by companies except where the document is a restricted document. A document which is a restricted document must not be delivered in electronic form to the registrar. The

			Registrar's (Paper Form) Rules contain the registrar's requirements for the delivery of restricted documents.
Update to PSC statements	No	In accordance with Section 790 of the Companies Act 2006	Update to PSC statements – PS09 Eligibility Criteria: This template may be used by companies except where the document is a restricted document. A document which is a restricted document must not be delivered in electronic form to the registrar. The Registrar's (Paper Form) Rules contain the registrar's requirements for the delivery of restricted documents.
Election to keep director's information on the central register	No	In accordance with Section 167A Companies Act 2006	Election to keep information from the register of directors on the central (public) register – EH01
Withdrawal of an election to keep director's information on the central register	No	In accordance with Section 167E Companies Act 2006	Withdrawal of election to keep information from the register of directors on the central (public) register – EW01
Election to keep directors usual residential address information on the central register	No	In accordance with Section 167A Companies Act 2006	Election to keep information from the register of directors' usual residential addresses on the central (public) register – EH02
Withdrawal of an election to keep directors' usual residential addresses information on the central register	No	In accordance with Section 167E Companies Act 2006	Withdrawal of election to keep information from the register of directors on the central (public) register – EW02
Election to keep information from secretary's information on the central register	No	In accordance with Section 279A Companies Act 2006	Election to keep information from the register of secretaries on the central (public) register – EW03

Withdrawal of election to keep secretary's information on the central register	No	In accordance with Section 279E Companies Act 2006	Withdrawal of election to keep information from the register of secretaries on the central (public) register – EW03
Election to keep information from PSC register on the central register	No	In accordance with Section 790X Companies Act 2006	Election to keep information from PSC register on the central register – EH04
Withdrawal of election to keep PSC information on the central register	No	In accordance with Section 790ZD Companies Act 2006	Withdrawal of election to keep information from PSC register on the central register – EW04
Election to keep information from members register on the central register	No	In accordance with Section 128B Companies Act 2006	Election to keep information from members register on the central register – EH05
Withdrawal of election to keep members information on the central register	No	In accordance with Section 128J Companies Act 2006	Withdrawal of election to keep information from members register on the central register – EW05
Update of members register information	No	In accordance with Section 128E Companies Act 206	Update of members register information - EH06
Eligible Financial Information for Audit exempt abbreviated accounts	No	In accordance with Sections 444 of the Companies Act 2006	iXBRL in conformity with the UK GAAP taxonomy
Eligible Financial Information for Dormant company accounts	No	In accordance with Sections 444 of the Companies Act 2006	iXBRL in conformity with the UK GAAP taxonomy
Eligible Financial Information for Small (Full) Accounts Unaudited	No	In accordance with Section 444 of the Companies Act 2006	iXBRL in conformity with the UK GAAP taxonomy
Eligible Financial Information for Audited (Full) Accounts	No	In accordance with Section 444 and 446 of the Companies Act 2006	iXBRL in conformity with the UK GAAP taxonomy
Audit Exempt Micro-entity accounts	No	In accordance with Section 444 of the Companies Act 2006	iXBRL in conformity with the UK GAAP taxonomy
Change of accounting reference date	No	In accordance with Section 392 of the Companies Act 2006	Change of accounting reference date – AA01

Confirmation statement	No	In accordance with Section 853A of the Companies Act 2006	Confirmation statement – CS01 Eligibility Criteria: This template may be used by companies except where the document is a restricted document. A document which is a restricted document must not be delivered in electronic form to the registrar. The Registrar's (Paper Form) Rules contain the registrar's requirements for the delivery of restricted documents.
Annual Return	No	In accordance with Section 854 of the Companies Act 2006	Annual Return – AR01
Change of registered office address	No	In accordance with Section 87 of the Companies Act 2006	Change of registered office address – AD01
Change of location of company records to the registered office (SAIL)	No	In accordance with sections 114, 128D, 162, 228, 237, 275, 358, 702, 720, 743, 790M, 790Z, 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)	No	In accordance with sections 114, 128D, 162, 228, 237, 275, 358, 702, 720, 743, 790M, 790Z, 805, 809, 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)	No	In accordance with sections 114, 128D, 162, 228, 237, 275, 358, 702, 720, 743, 790M, 790Z, 805, 809, 877, 892 of the Companies Act 2006	Notification of single alternative inspection location (SAIL) – AD02
Return of allotment of shares	No	Section 555 of the Companies Act 2006 as amended by schedule 6 of the Small Business Enterprise and Employment Act 2015	Return of allotment of shares – SH01
Special Resolution on Change of Name	Yes	In accordance with Section 78 of the Companies Act 2006	Special Resolution on Change of Name - RES 15

Change of Name by resolution	No	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	No	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	Yes	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	<p>Application for the incorporation of a Limited Liability Partnership – LL IN01</p> <p>Eligibility Criteria: This template may be used by companies except where the document is a restricted document. A document which is a restricted document must not be delivered in electronic form to the registrar. The Registrar's (Paper Form) Rules contain the registrar's requirements for the delivery of restricted documents.</p> <p>.</p>
Confirmation statement of a Limited Liability Partnership	No	In accordance with Section 853A of the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	<p>Confirmation statement of a Limited Liability Partnership – LL CS01</p> <p>Eligibility Criteria: This template may be used by LLPs except where the document is a restricted document. A document which is a restricted document must not be delivered in electronic form to the registrar. The Registrar's (Paper Form) Rules contain the registrar's requirements for the delivery of restricted documents.</p>
Appointment of member of a Limited Liability Partnership	No	In accordance with Section 9 of the Limited Liability Partnership Act 2000 or section 167D of the Companies Act 2006 as applied by the Limited Liability Partnerships	Appointment of a Limited Liability Partnership member – LL AP01

		(Application of the Companies Act 2006) Regulations 2009	
Appointment of corporate member of a Limited Liability Partnership	No	In accordance with Section 9 of the Limited Liability Partnership Act 2000 or section 167D of the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	Appointment of corporate member of a Limited Liability Partnership – LL AP02
Change of member's details of a Limited Liability Partnership	No	In accordance with Section 9 of the Limited Liability Partnership Act 2000 or section 167D of the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	Change of member's details of a Limited Liability Partnership – LL CH01
Change of corporate member's details of a Limited Liability Partnership	No	In accordance with Section 9 of the Limited Liability Partnership Act 2000 or section 167D of the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	Change of corporate member's details of a Limited Liability Partnership – LL CH02
Termination of appointment of member of a Limited Liability Partnership	No	In accordance with Section 9 of the Limited Liability Partnership Act 2000 or section 167D of the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	Termination of appointment of member of a Limited Liability Partnership – LL TM01
Notice of individual Person with Significant control (PSC) of an LLP	No	In accordance with Section 790ZA of the Companies Act 2006 as applied by the Limited Liability Partnerships	Notice of individual Person with Significant control (PSC) of an LLP – LL PS01

		(Application of the Companies Act 2006) Regulations 2009	Eligibility Criteria: This template may be used by companies except where the document is a restricted document. A document which is a restricted document must not be delivered in electronic form to the registrar. The Registrar's (Paper Form) Rules contain the registrar's requirements for the delivery of restricted documents.
Notice of relevant legal entity (RLE) person with significant control (PSC) of an LLP	No	In accordance with Section 790ZA of the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	Notice of relevant legal entity (RLE) person with significant control (PSC) of an LLP – LL PS02
Notice of other registrable person with significant control (PSC) of an LLP	No	In accordance with Section 790ZA of the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	Notice of other registrable person with significant control (PSC) of an LLP – LL PS03
Change of details of individual person with significant control (PSC) of an LLP	No	In accordance with Section 790ZA of the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	Change of details of individual person with significant control (PSC) of an LLP – LL PS04 Eligibility Criteria: This template may be used by companies except where the document is a restricted document. A document which is a restricted document must not be delivered in electronic form to the registrar. The Registrar's (Paper Form) Rules contain the registrar's requirements for the delivery of restricted documents.
Change of details of a relevant legal entity (RLE) with significant control of an LLP	No	In accordance with Section 790ZA of the Companies Act 2006 as applied by the Limited	Change of details of a relevant legal entity (RLE) with significant

		Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	control of an LLP – LL PS05
Change of details of other registrable person of an LLP	No	In accordance with Section 790ZA of the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	Change of details of other registrable person of an LLP – LL PS06
Notice of ceasing to be an individual person with significant control (PSC), relevant legal entity (RLE), or other registrable person (ORP) of an LLP	No	In accordance with Section 790ZA of the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	<p>Notice of ceasing to be an individual person with significant control (PSC), relevant legal entity (RLE), or other registrable person (ORP) of an LLP – LL PS07</p> <p>Eligibility Criteria: This template may be used by companies except where the document is a restricted document. A document which is a restricted document must not be delivered in electronic form to the registrar. The Registrar's (Paper Form) Rules contain the registrar's requirements for the delivery of restricted documents.</p>
Notification of PSC statements for an LLP	No	In accordance with Section 790 of the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	<p>Notification of PSC statements for an LLP – LL PS08</p> <p>Eligibility Criteria: This template may be used by companies except where the document is a restricted document. A document which is a restricted document must not be delivered in electronic form to the registrar. The Registrar's (Paper Form) Rules contain the registrar's requirements for the delivery of restricted documents.</p>

Update to PSC statements for an LLP	No	In accordance with Section 790 of the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	Update to PSC statements for an LLP – LL PS09 Eligibility Criteria: This template may be used by companies except where the document is a restricted document. A document which is a restricted document must not be delivered in electronic form to the registrar. The Registrar's (Paper Form) Rules contain the registrar's requirements for the delivery of restricted documents.
Election to keep LLP members information on the central register	No	In accordance with Section 167A Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	Election to keep LLP members information on the central register – LL EH01
Withdrawal of an election to keep LLP members information on the central register	No	In accordance with Section 167E Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	Withdrawal of an election to keep LLP members information on the central register – LL EW01
Election to keep LLP members URA information on the central register	No	In accordance with Section 167A Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	Election to keep LLP members URA information on the central register – LL EH02
Withdrawal of an election to keep LLP members URA information on the central register	No	In accordance with Section 167E Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	Withdrawal of an election to keep LLP members URA information on the central register – LL EW02
Election to hold information from the LLPs persons of significant control (PSC) register on the public record	No	In accordance with Section 128B Companies Act 2006 as applied by the Limited Liability	Election to hold information from the LLPs persons of significant control

		Partnerships (Application of the Companies Act 2006) Regulations 2009	register on the public record – LL EH04
Withdrawal of an election to keep LLP PSC information on the public register	No	In accordance with Section 128B Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	Withdrawal of an election to keep LLP PSC information on the public register - LL EW04
Change of accounting reference date	No	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	No	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)	No	In accordance with Sections 162,167D,743,877 & 892 of the Companies Act 2006 as applied by the Limited Liability Partnerships(Application of the Companies Act 2006) Regulations 2009 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	No	In accordance with Sections 162, 167D,743,877 & 892 of the Companies Act 2006	Change of location of the records to the single alternative inspection location (SAIL) of an LLP

(Limited Liability Partnership)		as applied by the Limited Liability Partnerships(Application of the Companies Act 2006) Regulations 2009 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	(Limited Liability Partnership - LL AD03
Change of location of the records to the registered office of an LLP (Limited Liability Partnership)	No	In accordance with Sections 162,167D,743,877 & 892 of the Companies Act 2006 as applied by the Limited Liability Partnerships(Application of the Companies Act 2006) Regulations 2009 In accordance with Sections 162,743,877 & 892 of the Companies Act 2006 as applied by the Limited Liability Partnerships(Application of the No 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)	No	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
Particulars of a charge	Yes	In accordance with Section 859A and 859J of the Companies Act 2006	Particulars of a charge – MR01
Particulars of a charge subject to which property of undertaking has been acquired	Yes	In accordance with Section 859C and 859J of the Companies Act 2006	Particulars of a charge subject to which property of undertaking has been acquired – MR02
Statement of satisfaction in full or in part of a charge	No	In accordance with Section 859L the Companies Act 2006	Statement of satisfaction in full or in part of a charge - MR04

Statement that part or whole of the property charged has (a) been released from the charge (b) no longer forms part of the company's property	No	In accordance with Section 859L the Companies Act 2006	Statement that part or whole of the property charged has (a) been released from the charge (b) no longer forms part of the company's property – MR05
Particulars of a charge created by a Limited Liability Partnership (LLP)	Yes	In accordance with Section 859A and 859J of the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	Particulars of a charge created by a Limited Liability Partnership – LL MR01
Particulars of a charge subject to which property of undertaking has been acquired by a Limited Liability Partnership (LLP)	Yes	In accordance with Section 859C and 859J of the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	Particulars of a charge subject to which property of undertaking has been acquired by a Limited Liability Partnership (LLP) – LL MR02
Statement of satisfaction in full or in part of a charge by a Limited Liability Partnership (LLP)	No	In accordance with Section 859L the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	Statement of satisfaction in full or in part of a charge by a Limited Liability Partnership (LLP) - LL MR04
Statement that part or whole of the property charged has (a) been released from the charge (b) no longer forms part of the Limited Liability Partnership's (LLP's) property	No	In accordance with Section 859L the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	Statement that part or whole of the property charged has (a) been released from the charge (b) no longer forms part of the Limited Liability Partnership's (LLP's) property – LL MR05

Schedule 5 - Table specifying the documents that may be delivered to the registrar using SALCTax, the legislative provisions under which each is delivered, the templates that must be used in respect of them and whether personal authentication is required

Documents which may be delivered to the registrar using SALCTax	Requirement to be authenticated by means of personal authentication by a natural person in accordance with rule 24	Legislative provision(s) requiring or authorising the delivery of the document	Format to be used
Memorandum	No	In accordance with Section 8 of the Companies Act 2006	Memorandum
Articles (where applicable)	No	In accordance with Section 9 of the Companies Act 2006	Articles
Application for incorporation	Yes	In accordance with Section 9 of the Companies Act 2006	Application for incorporation - IN01 Eligibility Criteria: This form can only be used to incorporate companies except where the document is a restricted document. A document which is a restricted document must not be delivered in electronic form to the registrar. The Registrar's (Paper Form) Rules contain the registrar's requirements for the delivery of restricted documents.

Schedule 6 - Table specifying the documents that may be delivered to the registrar using web filing, the legislative provisions under which each is delivered, the templates that must be used in respect of them and whether personal authentication is required

Documents which may be delivered to the registrar using Web Filing	Legislative provision(s) requiring or authorising the delivery of the document under the Companies Act 2006	Template to be used for Web Filing
Appointment of corporate director	Section 167 or 167D of the Companies Act 2006	Appointment of corporate director – AP02
Appointment of corporate secretary	Section 276 or 279D of the Companies Act 2006	Appointment of corporate secretary – AP04
Appointment of natural person as director	Section 167 or 167D of the Companies Act 2006	Appointment of director – AP01
Appointment of natural person as secretary	Section 276 or 279D of the Companies Act 2006	Appointment of secretary – AP03
Change of corporate director's details	Section 167 or 167D of the Companies Act 2006	Change of corporate director's details – CH02
Change of corporate secretary's details	Section 276 or 279D of the Companies Act 2006	Change of corporate secretary's details – CH04
Change of natural person director's details	Section 167 or 167D of the Companies Act 2006	Change of director's details – CH01
Change of natural person secretary's details	Section 276 or 279D of the Companies Act 2006	Change of secretary's details – CH03

Termination of appointment of director – corporate and natural person	Section 167 or 167D of the Companies Act 2006	Termination of appointment of director – TM01
Termination of appointment secretary – corporate and natural person	Section 276 or 279D of the Companies Act 2006	Termination of appointment of secretary – TM02
Notice of individual Person with Significant control (PSC)	In accordance with Section 790ZA of the Companies Act 2006	<p>Notice of individual Person with Significant control (PSC) – PS01</p> <p>Eligibility Criteria: This template may be used by companies except where the document is a restricted document. A document which is a restricted document must not be delivered in electronic form to the registrar. The Registrar’s (Paper Form) Rules contain the registrar’s requirements for the delivery of restricted documents.</p>
Notice of relevant legal entity (RLE) person with significant control (PSC)	In accordance with Section 790ZA of the Companies Act 2006	Notice of relevant legal entity (RLE) person with significant control (PSC) – PS02
Notice of other registrable person with significant control (PSC)	In accordance with Section 790ZA of the Companies Act 2006	Notice of other registrable person with significant control (PSC) – PS03
Change of details of individual person with significant control (PSC)	In accordance with Section 790ZA of the Companies Act 2006	<p>Change of details of individual person with significant control (PSC) – PS04</p> <p>Eligibility Criteria: This template may be used by companies except where the document is a restricted document. A document which is a restricted document must not be delivered in electronic form to the registrar. The Registrar’s (Paper Form) Rules contain the registrar’s requirements for the delivery of restricted documents.</p>
Change of details of a relevant legal entity (RLE) with significant control	In accordance with Section 790ZA of the Companies Act 2006	Change of details of a relevant legal entity (RLE) with significant control – PS05
Change of details of other registrable person	In accordance with Section 790ZA of the Companies Act 2006	Change of details of other registrable person – PS06
Notice of ceasing to be an individual person with	In accordance with Section 790ZA of the	Notice of ceasing to be an individual person with significant control (PSC), relevant legal entity (RLE), or other registrable person (ORP) – PS07

significant control (PSC), relevant legal entity (RLE), or other registrable person (ORP)	Companies Act 2006	<p>Eligibility Criteria:</p> <p>This template may be used by companies except where the document is a restricted document. A document which is a restricted document must not be delivered in electronic form to the registrar. The Registrar's (Paper Form) Rules contain the registrar's requirements for the delivery of restricted documents.</p>
Notification of PSC statements	In accordance with Section 790 of the Companies Act 2006	<p>Notification of PSC statements – PS08</p> <p>Eligibility Criteria:</p> <p>This template may be used by companies except where the document is a restricted document. A document which is a restricted document must not be delivered in electronic form to the registrar. The Registrar's (Paper Form) Rules contain the registrar's requirements for the delivery of restricted documents.</p>
Update to PSC statements	In accordance with Section 790 of the Companies Act 2006	<p>Update to PSC statements – PS09</p> <p>Eligibility Criteria:</p> <p>This template may be used by companies except where the document is a restricted document. A document which is a restricted document must not be delivered in electronic form to the registrar. The Registrar's (Paper Form) Rules contain the registrar's requirements for the delivery of restricted documents.</p>
Election to keep director's information on the central register	Section 167A Companies Act 2006	Election to keep information from the register of directors on the central (public) register – EH01
Withdrawal of an election to keep director's information on the central register	Section 167E Companies Act 2006	Withdrawal of election to keep information from the register of directors on the central (public) register – EW01
Election to keep directors usual residential address information on the central register	Section 167A Companies Act 2006	Election to keep information from the register of directors' usual residential addresses on the central (public) register – EH02
Withdrawal of an election to keep directors usual residential address information on the central register	Section 167E Companies Act 2006	Withdrawal of election to keep information from the register of directors' usual residential addresses register on the central (public) register – EW02
Election to keep information from secretary's information on the central register	Section 279A Companies Act 2006	Election to keep information from the register of secretaries the central (public) register – EH03

Withdrawal of election to keep secretary's information on the central register	Section 279E Companies Act 2006	Withdrawal of election to keep information from the register of secretaries on the central (public) register – EW03
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Set up a Limited Company (SALC)	Section 9 of the Companies Act 2006	<p><u>Application to register a Company</u></p> <p>Eligibility Criteria:</p> <p>This web form can only be used to incorporate:</p> <p>Private limited by shares – Model or bespoke articles.</p> <p>Private limited by guarantee – Model or bespoke articles</p> <p>– Cannot use this service for corporate guarantors</p> <p>CIC – Private limited by shares – Model or bespoke articles.</p> <p>CIC - Private limited by guarantee – Model or bespoke articles</p> <p>– Cannot use this service for corporate guarantors</p> <p><u>This web form cannot be used to incorporate:</u></p> <ul style="list-style-type: none"> • companies whose names contain any sensitive words or are the “same as” an existing name on the register • public limited companies • Limited Liability Partnerships (LLPs), Limited Partnerships (LPs), Overseas companies, or European Economic Interest Groupings (EEIGs) <p>Personal authentication</p> <p>Personal authentication is required several times in this template:</p> <p>- a subscriber must authenticate both the memorandum and (when the application is sent to Companies House by the subscriber) the statement of compliance, a check box has</p>
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		<p>been provided to enable this information to be provided once but used for both purposes</p> <p>- when the application is delivered to Companies House by an agent then the agent must authenticate the statement of compliance</p>
Audit exempt abbreviated accounts - web filing template	Section 444 of the Companies Act 2006	<p>Abbreviated accounts – ABBRV</p> <p>Eligibility Criteria:</p> <p><u>This accounts format is only suitable for companies that:</u></p> <ul style="list-style-type: none"> • qualify as a small company in relation to that year <p><u>This template cannot be used for:</u></p> <ul style="list-style-type: none"> • Companies excluded from the small companies’ regime • Limited Liability Partnerships (LLPs) • Community Interest Companies (CICs)
Web Filing AA02	Section 444 of the Companies Act 2006	<p>Dormant Company Accounts (DCA) – AA02</p> <p>Eligibility Criteria:</p> <p><u>This accounts format is only suitable for companies that:</u></p> <ul style="list-style-type: none"> • 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><u>DO NOT use this form if (at the balance sheet date):</u></p>

		<ul style="list-style-type: none"> • preparing accounts in accordance with International Accounting Standards (IAS) • For a Limited Liability Partnership (LLP) • For a Community Interest Company (CIC)
Audit exempt full accounts (with abbreviated option)	Section 444 of the Companies Act 2006	<p><u>Audit exempt full accounts (with abbreviated option)</u></p> <p>Eligibility Criteria:</p> <p><u>This accounts format is only suitable for companies that:</u></p> <ul style="list-style-type: none"> • qualify as a small company in relation to that year <p><u>DO NOT use this form if:</u></p> <ul style="list-style-type: none"> • the accounts were prepared under the Companies Act 1985 • the accounts require an audit • you are filing for a company limited by guarantee • you are filing for a Limited Liability Partnership (LLPs) • you are filing for a Community Interest Company (CICs) • your company is excluded from the small companies regime <p><u>Or if you need to report:</u></p> <ul style="list-style-type: none"> • capital investments • cash flow statements • contingent 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

		<ul style="list-style-type: none"> • prior year adjustments • profit or loss on disposal of fixed assets of a material nature • share based premiums • share payments • turnover over 6.5 million
Audit Exempt Micro-entity accounts	Section 444 of the Companies Act 2006	<p>Micro-entity accounts – MICE</p> <p>Eligibility Criteria:</p> <p><u>This accounts format is only suitable for companies that:</u></p> <ul style="list-style-type: none"> • qualify as a micro entity for that financial year. <p><u>This template cannot be used for:</u></p> <ul style="list-style-type: none"> • a company that forms part of a group (either as a parent or as a subsidiary) • Companies excluded from the small companies' regime • Public limited companies (PLCs) • Limited Liability Partnerships (LLPs) • Community Interest Companies (CICs) • Charitable companies • Overseas companies
Change of accounting reference date	Section 392 of the Companies Act 2006	Change of accounting reference date – AA01
Confirmation Statement	In accordance with Section 853A of the Companies Act 2006	<p>Confirmation Statement – CS01</p> <p>Eligibility Criteria:</p> <p>This template may be used by companies except where the document is a restricted document. A document which is a restricted document must not be delivered in electronic form to the registrar. The Registrar's (Paper Form) Rules contain the registrar's requirements for the</p>

		delivery of restricted documents.
Annual return	Section 854 of the Companies Act 2006	Annual return – AR01
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	In accordance with sections 114, 128D, 162, 228, 237, 275, 358, 702, 720, 743, 790M, 790Z, 805, 809, 877, 892 of the Companies Act 2006	Change of location of company records to the registered office (SAIL) – AD04
Notification of single alternative inspection location	In accordance with sections 114, 128D, 162, 228, 237, 275, 358, 702, 720, 743, 790M, 790Z, 805, 809, 877, 892 of the Companies Act 2006	Notification of single alternative inspection location (SAIL) – AD02
Change of location of the records to the single alternative inspection location (SAIL) of company	In accordance with sections 114, 128D, 162, 228, 237, 275, 358, 702, 720, 743, 790M, 790Z, 805, 809, 877, 892 of the Companies Act 2006	Change of location of the records to the single alternative inspection location (SAIL) of a company - 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	Section 555 of the Companies Act 2006	Return of allotment of shares – SH01
Withdrawal of striking off application by a company	Section 1010 of the Companies Act 2006	Withdrawal of striking off application by company – DS02
Confirmation Statement of an LLP	In accordance with Section 853A of the Companies Act 2006 as applied by Limited Liability Partnerships (Application of Companies	Confirmation Statement of an LLP – LL CS01 Eligibility Criteria: This template may be used by companies except where the document is a restricted

	Act 2006) Regulations 2009, as amended by	document. A document which is a restricted document must not be delivered in electronic form to the registrar. The Registrar's (Paper Form) Rules contain the registrar's requirements for the delivery of restricted documents.
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 or section 167D of the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	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 or section 167D of the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	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 or section 167D of the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	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 or section 167D of the	Change of corporate member's details of a Limited Liability Partnership – LL CH02

	Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	
Termination of appointment of member of a Limited Liability Partnership	In accordance with Section 9 of the Limited Liability Partnership Act 2000 or section 167D of the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	Termination of appointment of member of a Limited Liability Partnership – LL TM01
Notice of individual Person with Significant control (PSC) of an LLP	In accordance with Section 790ZA of the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	<p>Notice of individual Person with Significant control (PSC) of an LLP – LL PS01</p> <p>Eligibility Criteria: This template may be used by companies except where the document is a restricted document. A document which is a restricted document must not be delivered in electronic form to the registrar. The Registrar's (Paper Form) Rules contain the registrar's requirements for the delivery of restricted documents.</p>
Notice of relevant legal entity (RLE) person with significant control (PSC) of an LLP	In accordance with Section 790ZA of the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	Notice of relevant legal entity (RLE) person with significant control (PSC) of an LLP – LL PS02
Notice of other registrable person with significant control (PSC) of an LLP	In accordance with Section 790ZA of the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	Notice of other registrable person with significant control (PSC) of an LLP – LL PS03
Change of details of individual person with significant control (PSC) of an LLP	In accordance with Section 790ZA of the Companies Act 2006 as applied by the	Change of details of individual person with

	Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	significant control (PSC) of an LLP – LL PS04 Eligibility Criteria: This template may be used by companies except where the document is a restricted document. A document which is a restricted document must not be delivered in electronic form to the registrar. The Registrar's (Paper Form) Rules contain the registrar's requirements for the delivery of restricted documents.
Change of details of a relevant legal entity (RLE) with significant control of an LLP	In accordance with Section 790ZA of the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	Change of details of a relevant legal entity (RLE) with significant control of an LLP – LL PS05
Change of details of other registrable person of an LLP	In accordance with Section 790ZA of the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	Change of details of other registrable person of an LLP – LL PS06
Notice of ceasing to be an individual person with significant control (PSC), relevant legal entity (RLE), or other registrable person (ORP) of an LLP	In accordance with Section 790ZA of the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	Notice of ceasing to be an individual person with significant control (PSC), relevant legal entity (RLE), or other registrable person (ORP) of an LLP – LL PS07 Eligibility Criteria: This template may be used by companies except where the document is a restricted document. A document which is a restricted document must not be delivered in electronic form to the registrar. The Registrar's (Paper Form) Rules contain the registrar's requirements for the delivery of restricted documents.
Notification of PSC statements for an LLP	In accordance with Section 790 of the Companies Act 2006 as applied by the	Notification of PSC statements for an LLP – LL PS08 Eligibility Criteria:

	Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	This template may be used by companies except where the document is a restricted document. A document which is a restricted document must not be delivered in electronic form to the registrar. The Registrar's (Paper Form) Rules contain the registrar's requirements for the delivery of restricted documents.
Update to PSC statements for an LLP	In accordance with Section 790 of the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	Update to PSC statements for an LLP – LL PS09 Eligibility Criteria: This template may be used by companies except where the document is a restricted document. A document which is a restricted document must not be delivered in electronic form to the registrar. The Registrar's (Paper Form) Rules contain the registrar's requirements for the delivery of restricted documents.
Election to keep LLP members information on the central register	In accordance with Section 9 of the Limited Liability Partnership Act 2000 or section 167A of the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	Election to keep LLP members information on the central register EH01
Withdrawal of an election to keep LLP members information on the central register	In accordance with Section 9 of the Limited Liability Partnership Act 2000 or section 167E of the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	Withdrawal of an election to keep LLP members information on the central register EW01
Election to keep LLP members URA information on the central register	In accordance with Section 9 of the Limited Liability	Election to keep LLP members URA information

	Partnership Act 2000 or section 167A of the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	on the central register EH02
Withdrawal of an election to keep LLP members URA information on the central register	In accordance with Section 9 of the Limited Liability Partnership Act 2000 or section 167E of the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	Withdrawal of an election to keep LLP members URA information on the central register EW02
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	<u>Change of accounting reference date of a Limited Liability Partnership – LL AA01</u>
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	<u>Change of registered office address of a Limited Liability Partnership – LL AD01</u>
Notification of single alternative inspection location (SAIL) of a Limited Liability Partnership (LLP)	In accordance with Sections 162,167D,743,877 & 892 of the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	<u>Notification of single alternative inspection location (SAIL) of a Limited Liability Partnership (LLP)– LL AD02</u>
Change of location of the records to the single alternative inspection location (SAIL) of an LLP (Limited Liability Partnership)	In accordance with Sections 162, 167D,743,877 & 892 of the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the	<u>Change of location of the records to the single alternative inspection location (SAIL) of an LLP (Limited Liability Partnership - LL AD03</u>

	Companies Act 2006) Regulations 2009	
Change of location of the records to the registered office of an LLP (Limited Liability Partnership)	In accordance with Sections 162, 167D, 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
Particulars of a charge and certified copy of the instrument	In accordance with Section 859A and 859J of the Companies Act 2006	Particulars of a charge – MR01 Personal authentication Yes, but only the certified copy of the instrument
Particulars of a charge subject to which property of undertaking has been acquired and certified copy of the instrument	In accordance with Section 859C and 859J of the Companies Act 2006	Particulars of a charge subject to which property of undertaking has been acquired – MR02 Personal authentication Yes, but only the certified copy of the instrument
Statement of satisfaction in full or in part of a charge	In accordance with Section 859L the Companies Act 2006	Statement of satisfaction in full or in part of a charge - MR04
Statement that part or whole of the property charged has (a) been released from the charge (b) no longer forms part of the company's property	In accordance with Section 859L the Companies Act 2006	Statement that part or whole of the property charged has (a) been released from the charge (b) no longer forms part of the company's property – MR05
Particulars of a charge created by a Limited Liability Partnership (LLP) and certified copy of the instrument	In accordance with Section 859A and 859J of the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	Particulars of a charge created by a Limited Liability Partnership – LL MR01 Personal authentication Yes, but only the certified copy of the instrument
Particulars of a charge subject to which property of undertaking has been acquired by a Limited Liability Partnership (LLP) and certified copy of the instrument	In accordance with Section 859C and 859J of the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the	Particulars of a charge subject to which property of undertaking has been acquired by a Limited Liability Partnership (LLP) – LL MR02

	Companies Act 2006) Regulations 2009	Personal authentication Yes, but only the certified copy of the instrument
Statement of satisfaction in full or in part of a charge by a Limited Liability Partnership (LLP)	In accordance with Section 859L the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	Statement of satisfaction in full or in part of a charge by a Limited Liability Partnership (LLP) - LL MR04
Statement that part or whole of the property charged has (a) been released from the charge (b) no longer forms part of the Limited Liability Partnership's (LLP's) property	In accordance with Section 859L the Companies Act 2006 as applied by the Limited Liability Partnerships (Application of the Companies Act 2006) Regulations 2009	Statement that part or whole of the property charged has (a) been released from the charge (b) no longer forms part of the Limited Liability Partnership's (LLP's) property – LL MR05
Withdrawal of striking off application by a Limited Liability Partnership (LLP)	Section 1010 of the Companies Act 2006	Withdrawal of striking off application by company – LL DS02

Schedule 7 - Resolutions

Form of resolutions that may be delivered to the registrar using software filing

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 *day month year*

That the name of the company be changed to:

Schedule 8 - Table specifying the documents that may be delivered to the registrar using the CATO service or the HMRC joint filing service, the legislative provisions under which each is delivered, the templates that must be used in respect of them and the eligibility criteria to use these templates

Electronic filing service	Documents which may be delivered to the registrar using this service	Legislative provision(s) requiring or authorising the delivery of the document under the Companies Act 2006	Eligibility Criteria
CATO Service	<u>Full audit exempt micro entity accounts</u> <u>Micro entity audit exempt balance sheet</u>	Section 444 of the Companies Act 2006	<p>Eligibility Criteria for micro-entity accounts:</p> <p>This accounts format is only suitable for companies that:</p> <ul style="list-style-type: none"> • qualify as a micro-entity for that financial year. <p>This template cannot be used for:</p> <ul style="list-style-type: none"> • a company that forms part of a group (either as a parent or as a subsidiary) • Companies excluded from the small companies' regime • Public limited companies (PLCs) • Limited Liability Partnerships (LLPs) • Community Interest Companies (CICs) • Charitable companies • Overseas companies

Schedule 9 - Category of persons specified by the Registrar as being permitted to authenticate documents delivered using Web Filing, CHS, the CATO service, the HMRC joint filing service, and software filing

Document type	Persons permitted to authenticate
<p>Change of accounting reference date – AA01</p> <p>*Change of accounting reference date/Newid dyddiad cyfeirnod cyfrifeg – AA01c</p>	<p>Director, Secretary, Person authorised, Permanent representative on behalf of an overseas company, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor</p>
<p>Dormant Company Accounts (DCA/AA02)</p>	<p>Director</p>
<p>Change of registered office address – AD01</p> <p>*Change of registered office address/Newid cyfeiriad y swyddfa gofrestredig – AD01c</p>	<p>Director, Secretary, Person authorised, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor</p>
<p>Notification of single alternative inspection location (SAIL) – AD02</p> <p>*Notification of single alternative inspection location (SAIL)/Rhoi gwybod am leoliad archwilio amgen unigol (SAIL) – AD02c</p>	<p>Director, Secretary, Person authorised, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor</p>
<p>Change of location of the records to the single alternative inspection location (SAIL) of a company - AD03</p> <p>*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)</p>	<p>Director, Secretary, Person authorised, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor</p>

<p>Change of location of company records to the registered office (SAIL) – AD04</p> <p>*Change of location of the company records to the registered office (SAIL)/Newid lleoliad cofnodion y cwmni i'r swyddfa gofrestredig (SAIL) – AD04c</p>	<p>Director, Secretary, Person authorised, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor</p>
<p>Appointment of director – AP01</p> <p>*Appointment of director/ Penodiad cyfarwyddwr – AP01c</p>	<p>Director, Secretary, Person authorised, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor</p>
<p>Appointment of corporate director – AP02</p> <p>*Appointment of corporate director/Penodiad cyfarwyddwr corfforaethol – AP02c</p>	<p>Director, Secretary, Person authorised, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor</p>
<p>Appointment of secretary – AP03</p> <p>Appointment of secretary/ Penodiad ysgrifennydd – AP03c</p>	<p>Director, Secretary, Person authorised, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor</p>
<p>Appointment of corporate secretary – AP04</p> <p>*Appointment of corporate secretary/Penodiad ysgrifennydd corfforaethol – AP04c</p>	<p>Director, Secretary, Person authorised, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor</p>
<p>Annual return – AR01</p> <p>* Annual return / Ffurflen Flynyddol - AR01c</p>	<p>Director, Secretary, Person authorised, Charity commission receiver and manager, CIC manager, Judicial factor</p>
<p>Change of director's details – CH01</p>	<p>Director, Secretary, Person authorised, Administrator, Administrative receiver, Receiver, Receiver manager,</p>

<p>*Change of director's details/ Newid manylion cyfarwyddwr – CH01c</p>	<p>Charity commission receiver and manager, CIC manager, Judicial factor</p>
<p>Change of corporate director's details – CH02</p> <p>*Change of corporate director's details/Newid manylion cyfarwyddwr corfforaethol – CH02c</p>	<p>Director, Secretary, Person authorised, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor</p>
<p>Change of secretary's details – CH03</p> <p>*Change of secretary's details/ Newid manylion ysgrifennydd- CH03c</p>	<p>Director, Secretary, Person authorised, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor</p>
<p>Change of corporate secretary's details – CH04</p> <p>*Change of corporate secretary's details/Newid manylion ysgrifennydd corfforaethol – CH04</p>	<p>Director, Secretary, Person authorised, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor</p>
<p>Notice of change of name by special resolution – NM01</p>	<p>Director, Secretary, Person authorised, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager</p>
<p>Return of allotment of shares – SH01</p> <p>*Return of allotment of shares /Dychwelyd cyfrannau a glustnodwyd – SH01c</p>	<p>Director, Secretary, Person authorised, Administrator, Administrative receiver, Receiver, Receiver manager, CIC manager</p>
<p>Termination of appointment of director – TM01</p> <p>*Termination of appointment of director/Terfynu penodiad cyfarwyddwr – TM01c</p>	<p>Director, Secretary, Person authorised, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor</p>

Termination of appointment of secretary – TM02 *Termination of appointment of secretary/ Terfynu penodiad ysgrifennydd – TM02c	Director, Secretary, Person authorised, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor
Abbreviated Audit Exempt Accounts	Director
Full Accounts (with Abbreviated Option)	Director
Audit Exempt Micro-entity Accounts	Director
Withdrawal of striking off application by a company – DS02	Director
Change of accounting reference date of a Limited Liability Partnership – LL AA01	Designated member, Member, Administrator, Administrative receiver, Receiver, Receiver manager, Judicial factor
Change of registered office address of a Limited Liability Partnership – LL AD01	Designated member, Judicial factor
Notification of single alternative inspection location (SAIL) of a Limited Liability Partnership (LLP)– LL AD02	Designated member, Member, Administrator, Administrative receiver, Receiver, Receiver manager, Judicial factor
Change of location of the records to the single alternative inspection location (SAIL) of an LLP (Limited Liability Partnership) - LL AD03	Designated member, Member, Administrator, Administrative receiver, Receiver, Receiver manager, Judicial factor
Change of location of the records to the registered office of an LLP (Limited Liability Partnership – LL AD04	Designated member, Member, Administrator, Administrative receiver, Receiver, Receiver manager, Judicial factor
Appointment of a Limited Liability Partnership member – LL AP01	Designated member, Judicial factor

Appointment of corporate member of a Limited Liability Partnership – LL AP02	Designated member, Judicial factor
Annual return of a Limited Liability Partnership – LL AR01	Designated member, Judicial factor
Change of member's details of a Limited Liability Partnership – LL CH01	Designated member, Judicial factor
Change of corporate member's details of a Limited Liability Partnership – LL CH02	Designated member, Judicial factor
Termination of appointment of member of a Limited Liability Partnership – LL TM01	Designated member, Judicial factor
Particulars of a charge – MR01 and certified copy of the instrument	Interested Person
Particulars of a charge subject to which property of undertaking has been acquired – MR02 and certified copy of the instrument	Interested Person
Statement of satisfaction in full or in part of a charge - MR04	Interested Person
Statement that part or whole of the property charged has (a) been released from the charge (b) no longer forms part of the company's property – MR05	Interested Person
Particulars of a charge created by a Limited Liability Partnership – LL MR01 and certified copy of the instrument	Interested Person

Particulars of a charge subject to which property of undertaking has been acquired by a Limited Liability Partnership (LLP) – LL MR02 and certified copy of the instrument	Interested Person
Statement of satisfaction in full or in part of a charge by a Limited Liability Partnership (LLP) - LL MR04	Interested Person
Statement that part or whole of the property charged has (a) been released from the charge (b) no longer forms part of the Limited Liability Partnership's (LLP's) property – LL MR05	Interested Person
Withdrawal of striking off application charge by a Limited Liability Partnership (LLP) – LL DS02	Director
Election to keep information from the register of directors on the public record – EH01	Director, Secretary, Person authorised, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor
Election to keep information from the register of director's usual residential addresses on the public record – EH02	Director, Secretary, Person authorised, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor
Election to keep information from the secretaries register on the public record – EH03	Director, Secretary, Person authorised, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor
Election to keep information from the persons of significant control register on the public record – EH04	Director, Secretary, Person authorised, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor
Election to keep information from members register on the central register – EH05	Director, Secretary, Person authorised, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor

Update of information relating to members information where in election is in place – EH06	Director, Secretary, Person authorised, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor
Withdrawal of election to keep information from the register of directors on the public record – EW01	Director, Secretary, Person authorised, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor
Withdrawal of an election for the directors URA register – EW02	Director, Secretary, Person authorised, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor
Withdrawal of election to keep information from the register of directors on the public record – EW03	Director, Secretary, Person authorised, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor
Withdrawal of an election to keep information from the PSC register on the public record – EW04	Director, Secretary, Person authorised, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor
Withdrawal of election to keep information from members register on the public record – EW05	Director, Secretary, Person authorised, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor
Notice of individual Person with Significant control – PS01	Director, Secretary, Person authorised, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor
Notice of relevant legal entity (RLE) Person with significant control – PS02	Director, Secretary, Person authorised, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor
Notice of other registrable person with significant control – PS03	Director, Secretary, Person authorised, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor
Change of individual person with significant control details – PS04	Director, Secretary, Person authorised, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor
Change of relevant legal entity (RLE) detail – PS05	Director, Secretary, Person authorised, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor

Change of details of other registrable person – PS06	Director, Secretary, Person authorised, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor
Notice of ceasing to be a person with significant control – PS07	Director, Secretary, Person authorised, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor
Notice of additional matters – PS08	Director, Secretary, Person authorised, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor
End date of additional matters – PS09	Director, Secretary, Person authorised, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor
Confirmation Statement – CS01	Director, Secretary, Person authorised, Charity commission receiver and manager, CIC manager, Judicial factor
Election to keep information from the register of members on the public record - LL EH01	Designated member, Judicial factor
Election to keep information from the members register of usual residential addresses on the public record - LL EH02	Designated member, Judicial factor
Election to hold information from the LLPs persons of significant control (PSC) register on the public record - LL EH04	Designated member, Judicial factor
Withdrawal of election to keep information from the register of members on the public record - LL EW01	Designated member, Judicial factor
Withdraw an election for the LLP members URA register - LL EW02	Designated member, Judicial factor
Withdrawal of an election to keep LLP PSC information	Designated member, Judicial factor

on the public register - EW04	
Notice of individual Person with Significant control of an LLP - LL PS01	Designated member, Judicial factor
Notice of relevant legal entity (RLE) Person with significant control of an LLP - LL PS02	Designated member, Judicial factor
Notice of other registrable person with significant control of an LLP - LL PS03	Designated member, Judicial factor
Change of individual person with significant control details of an LLP - LL PS04	Designated member, Judicial factor
Change of relevant legal entity (RLE) details of an LLP - LL PS05	Designated member, Judicial factor
Change of details of other registrable person of an LLP - LL PS06	Designated member, Judicial factor
Notice of ceasing to be a Person with significant control of an LLP - LL PS07	Designated member, Judicial factor
Notice of additional matters - LL PS08	Designated member, Judicial factor
End date of additional matters - LL PS09	Designated member, Judicial factor
Confirmation Statement for a Limited Liability Partnership (LLP) - LL CS01	Designated member, Judicial factor