

Schedule 3 – table specifying the documents that may be delivered to the registrar using WebFiling, 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 WebFiling	Requirement to be authenticated by means of personal authentication by a natural person in accordance with rule 12	Legislative provision(s) requiring or authorising the delivery of the document under the Companies Act 2006	Template to be used for WebFiling
Appointment of corporate director	Yes	Section 167 of the Companies Act 2006	Appointment of corporate director – AP02
Appointment of corporate secretary	Yes	Section 276 of the Companies Act 2006	Appointment of corporate secretary – AP04
Appointment of natural person as director	Yes	Section 167 of the Companies Act 2006	Appointment of director – AP01
Appointment of natural person as secretary	Yes	Section 276 of the Companies Act 2006	Appointment of secretary – AP03
Change of corporate director's details	No	Section 167 of the Companies Act 2006	Change of corporate director's details – CH02
Change of corporate secretary's details	No	Section 167 of the Companies Act 2006	Change of corporate secretary's details – CH04
Change of natural person director's details	No	Section 167 of the Companies Act 2006	Change of director's details – CH01
Change of natural person secretary's details	No	Section 276 of the Companies Act 2006	Change of secretary's details – CH03
Termination of appointment of director – corporate and natural person	No	Section 167 of the Companies Act 2006	Termination of appointment of director – TM01
Termination of appointment secretary – corporate and natural person	No	Section 276 of the Companies Act 2006	Termination of appointment of secretary – TM02
Web Incorporation	Yes Personal authentication is required several times in this template: - each officer must	Section 9 of the Companies Act 2006	Application to register a company – IN01 Eligibility Criteria: <u>This web form can only be used to incorporate:</u> • private companies limited by

	<p>provide authentication to give their consent to act in that capacity</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 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>		<p>shares</p> <ul style="list-style-type: none"> • companies that intend to adopt model articles in their entirety <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 • private companies limited by guarantee • public limited companies • companies that wish to adopt bespoke articles • Limited Liability Partnerships (LLPs), Limited Partnerships (LPs) Societa Europea (SE), Overseas companies, Community Interest Companies (CICs), or European Economic Interest Groupings (EEIGs)
Audit exempt abbreviated accounts - Adobe template	No	Section 444 of the Companies Act 2006	<p><u>Audit exempt abbreviated accounts – ABBRV</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 • have a turnover in that year is not more than £6.5 million, and that its balance sheet total for that year is not more than £3.26 million. • companies limited by shares and where the total issued share capital amounts to 50p or more <p><u>This template cannot be used for:</u></p> <ul style="list-style-type: none"> • A parent company or subsidiary undertaking (unless dormant for the period during which it was a subsidiary) except where: <ul style="list-style-type: none"> - group qualifies as a small group or would qualify if all the bodies corporate in the group were companies; and turnover for the whole group is not more than £6.5 million net (or £7.8 million gross; and group's

			<p>combined balance sheet total is not more than £3.26 million net (or £3.9 million gross)</p> <ul style="list-style-type: none"> • A company where an audit is required by a member or members holding at least 10% of the nominal value of issued share capital or holding 10% of any class of shares; or - in the case of a company limited by guarantee - 10% of its members in number. • A company that is an authorised insurance company, a banking company, an e-money issuer, a MiFID (ie Markets in Financial Instruments Directive) investment firm or a UCITS management company or which carries on insurance market activity, • or special register body as defined in section 117(1) of the Trade Union and Labour Relations (Consolidation) Act 1992 (c. 52) or an employers' association as defined in section 122 of that Act or Article 4 of the Industrial Relations (Northern Ireland) • Companies limited by guarantee • Limited Liability Partnerships (LLPs) • Community Interest Companies (CICs)
Audit exempt abbreviated accounts - web filing template	No	Section 444 of the Companies Act 2006	<p><u>Abbreviated accounts – ABBRV</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 • have a turnover in that year is not more than £6.5 million, and that its balance sheet total for that year is not more than £3.26 million. <p><u>This template cannot be used for:</u></p> <ul style="list-style-type: none"> • A parent company or subsidiary undertaking (unless dormant for the period during which it was a subsidiary) except where: <ul style="list-style-type: none"> - group qualifies as a small

			<p>group or would qualify if all the bodies corporate in the group were companies; and turnover for the whole group is not more than £6.5 million net (or £7.8 million gross; and group's combined balance sheet total is not more than £3.26 million net (or £3.9 million gross)</p> <ul style="list-style-type: none"> • A company where an audit is required by a member or members holding at least 10% of the nominal value of issued share capital or holding 10% of any class of shares; or - in the case of a company limited by guarantee - 10% of its members in number. • A company that is an authorised insurance company, a banking company, an e-money issuer, a MiFID (ie Markets in Financial Instruments Directive) investment firm or a UCITS management company or which carries on insurance market activity, • or special register body as defined in section 117(1) of the Trade Union and Labour Relations (Consolidation) Act 1992 (c. 52) or an employers' association as defined in section 122 of that Act or Article 4 of the Industrial Relations (Northern Ireland) • Limited Liability Partnerships (LLPs) • Community Interest Companies (CICs)
WebFiling AA02	No	Section 444 of the Companies Act 2006	<p><u>Dormant Company Accounts (DCA) – AA02</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"> • 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

			<p>accordance with International Accounting Standards (IAS)</p> <ul style="list-style-type: none"> • For a Limited Liability Partnership (LLP) • For a Community Interest Company (CIC)
Audit exempt full accounts (with abbreviated option)	No	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 • have a turnover in that year is not more than £6.5 million, and that its balance sheet total for that year is not more than £3.26 million. <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) <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 • 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
Change of accounting reference date	No	Section 392 of the Companies Act 2006	<p><u>Change of accounting reference date – AA01</u></p>

Annual return	No	Section 854 of the Companies Act 2006	Annual return (for made up date before 1 October 2011) – AR01 Annual return (for made up date on or after 1 October 2011) – AR01
Change of registered office address	No	Section 87 of the Companies Act 2006	Change of registered office address – AD01
Change of location of company records to the registered office	No	Sections 114, 162, 228, 237, 275, 358, 702, 720, 743, 805, 809, 877, 892 of the Companies Act 2006	Change of location of company records to the registered office (SAIL) – AD04
Notification of single alternative inspection location	No	Sections 114, 162, 228, 237, 275, 358, 702, 720, 743, 805, 809, 877, 892 of the Companies Act 2006	Notification of single alternative inspection location (SAIL) – AD02
Change of location of the records to the single alternative inspection location (SAIL) of company	No	In accordance with Sections 162, 743, 877 & 892 of the Companies Act 2006	Change of location of the records to the single alternative inspection location (SAIL) of a company - AD03
Notice of change of name by special resolution	No	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 from 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	No	In accordance with Section 30 of the Companies Act 2006	Copy of special resolution
Return of allotment of shares	No	Section 555 of the Companies Act 2006	Return of allotment of shares – SH01
Annual return (LLP)	No	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	Yes	In accordance with Section 9 of the Limited Liability	Appointment of a Limited Liability

Liability Partnership		Partnership Act 2000	Partnership member – LL AP01
Appointment of corporate member of a Limited Liability Partnership	Yes	In accordance with Section 9 of the Limited Liability Partnership Act 2000	Appointment of corporate member of a Limited Liability Partnership – LL AP02
Change of member's details of a Limited Liability Partnership	Yes	In accordance with Section 9 of the Limited Liability Partnership Act 2000	Change of member's details of a Limited Liability Partnership – LL CH01
Change of corporate member's details of a Limited Liability Partnership	No	In accordance with Section 9 of the Limited Liability Partnership Act 2000	Change of corporate member's details of a Limited Liability Partnership – LL CH02
Termination of appointment of member of a Limited Liability Partnership	No	In accordance with Section 9 of the Limited Liability Partnership Act 2000	Termination of appointment of member of a Limited Liability Partnership – LL TM01
Change of accounting reference date	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 162,743,877 & 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	No	In accordance with Sections 162,743,877 & 892 of the Companies Act 2006 as applied by the Limited	Change of location of the records to the single alternative inspection location (SAIL) of an

(SAIL) of an LLP (Limited Liability Partnership)		Liability Partnerships(Application of the Companies Act 2006) Regulations 2009	LLP (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 162,743,877 & 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	Yes but only the certified copy of the instrument	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 and certified copy of the instrument	Yes but only the 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
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) and certified copy of the instrument	Yes but only the 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
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	Yes but only the 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 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	No	In accordance with Section	Statement of

satisfaction in full or in part of a charge by a Limited Liability Partnership (LLP)		859L the Companies Act 2006 as applied by the Limited Liability Partnerships(Application of the Companies Act 2006) Regulations 2009	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