

Schedule 5 – Table specifying the documents that may be delivered to the registrar using software filing and the XML data schemata that must be used in respect of them

Documents which may be delivered to the registrar using Software filing	Legislative provision(s) requiring or authorising the delivery of the document	Format to be used
Memorandum	Section 8	Memorandum
Articles (where applicable)	Section 9	Articles
Application for incorporation	Section 9	Application for incorporation IN01
Appointment of corporate director	Section 167	Appointment of corporate director – AP02
Appointment of corporate secretary	Section 276	Appointment of corporate secretary – AP04
Appointment of director	Section 167 Companies Act 2006	Appointment of director – AP01
Appointment of secretary	Section 276	Appointment of secretary – AP03
Change of corporate director's details	Section 167	Change of corporate director's details – CH01
Change of corporate secretary's details	Section 167 Companies Act 2006	Change of corporate secretary's details – CH04
Documents which may be delivered to the registrar using Software filing	Legislative provision(s) requiring or authorising the delivery of the document	Format to be used
Change of director's details	Section 167 Companies Act 2006	Change of director's details – CH01
Change of secretary's details	Section 276 Companies Act 2006	Change of secretary's details – CH03
Termination of appointment of director	Section 167	Termination of appointment of director – TM01
Termination of appointment of secretary	Section 276	Termination of appointment of secretary – TM02
Audit exempt abbreviated	Section 475, 476 and 477	Audit exempt abbreviated

accounts	Companies Act 2006	accounts – ABBRV
Dormant company accounts	Section 475, 476, 477 and 480 Companies Act 2006	Dormant company accounts (DCA) – AA02
Change of accounting reference date	Section 392	Change of accounting reference date – AA01
Annual return	Section 854	Annual return – AR01
Change of registered office address	Section 87	Change of registered office address – AD01
Change of location of company records to the registered office (SAIL)	Sections 114, 162, 228, 237, 275, 358, 702, 720, 743, 805, 809, 877, 892	Change of location of company records to the registered office (SAIL) – AD04
Notification of single alternative inspection location (SAIL) (SAIL)	Sections 114, 162, 228, 237, 275, 358, 702, 720, 743, 805, 809, 877, 892 of the Companies Act 2006	Notification of single alternative inspection location (SAIL) – AD02
Return of allotment of shares	Section 555 Companies Act 2006	Return of allotment of shares – SH01