

Webfiling Screens

Sign in and registration

HELP

IMPORTANT changes that affect ALL WebFiling forms

registered customers

sign in

Enter email address:

Enter Security Code:

[Forgotten your security code?](#)

SIGN IN

new customers

register

Follow our simple 3 step registration process.

Step 1 - Apply for your security code

↓

Step 2 - Enter company number

↓

Step 3 - Complete your registration

REGISTER

RETURN TO WEBFILING WELCOME SCREEN.

Confirmation of Security Code

HELP

If you have forgotten your Security Code, please enter the email address with which you registered initially.

Your security code will be sent to the email address you provide - normally issued within 10 minutes.

Please enter your registered email address

GO BACK

SUBMIT

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

Sign In

HELP

sign in

choose your company

Please complete the 3 fields below

Company Type:

Enter company number:

Enter the company authentication code:

[Forgotten your authentication code.](#)

[Register for an additional company.](#)

RETURN TO SIGN IN SCREEN.

CONTINUE

Note:

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

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

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

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

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

Forgotten Authentication Code

[My Account Details](#) | [View data submitted](#) | [Log out](#)

Company Selection

HELP

reminder

authentication code

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

Company Type:
England / Wales

Enter company number

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

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

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

CANCEL

SUBMIT

Note

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

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

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

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

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

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

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

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

Register for Additional Company

[My Account Details](#) | [View data submitted](#) | [Log out](#)

Company Selection

HELP

please enter

company number

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

Company Type:
England / Wales

Enter company number

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

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

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

GO BACK

SUBMIT

Note

Who can use the service?
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The 'Company Type' must correspond with the location of the registration location of the company.

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

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

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

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

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

Register for PROOF Scheme

HELP

register your company for the PROOF scheme

Companies House recommends that you register your company for **PROOF (Protected Online Filing)** to protect yourself from company hijack.

There is no fee to join the **PROOF** scheme and you can register online. Joining PROOF couldn't be easier - you are just one click away from protecting your company from fraudulent filings.

[More details on the PROOF scheme](#)

Company Number

Company Name

I have read and agreed to the [Terms and Conditions](#) of the PROOF scheme ☐

DO NOT JOIN PROOF

JOIN PROOF

Note

The PROOF scheme is now available online. To join, you simply need to agree to the terms and conditions and choose 'Join PROOF'. Following the confirmation screen, you can proceed to the WebFiling menu for filing documents.

The confirmation screen will be displayed to confirm we have received your application to join PROOF. You will also receive an email acknowledging receipt.

Once your company is in the PROOF scheme, you can be assured that attempts to file the following forms on paper will be rejected:

- annual return
- change of registered office address
- appointment, termination or change of particulars of company officer

Menu – category tab

Menu

HELP

Company Number

Company Name

File Company Information

Category

Form Name

Form Number

Old forms (288a etc.)

Company officer details / appointment changes:

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

Other Tasks

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

PROOF Status

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

[Join PROOF now](#)

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

<p>Annual accounts or change of accounting reference date:</p> <ul style="list-style-type: none"> *Audit Exempt Abbreviated Accounts - ABBRV *Dormant Company Accounts - DCA Change of accounting reference date - AA01 <p>Annual Return:</p> <ul style="list-style-type: none"> Annual return (£15 charge) - AR01 <p>Company address details:</p> <ul style="list-style-type: none"> Change of Registered Office Address - AD01 Change of location of company records to the registered office (SAIL) - AD04 Notification of location of company records to the single alternative inspection location (SAIL) - AD03 Notification of single alternative inspection location (SAIL) - AD02 <p>Capital and shareholder details:</p> <ul style="list-style-type: none"> Return of allotment of shares - SH01 	<p>Popular Forms</p> <ul style="list-style-type: none"> Change of Registered Office Address - AD01 Appointment of director - AP01 Appointment of corporate director - AP02 Annual return (£15 charge) - AR01 Change of director's details - CH01 Change of secretary's details - CH03 Termination of appointment of director - TM01 Termination of appointment of secretary - TM02 <p>Notes</p> <ul style="list-style-type: none"> * Only available for completion in English
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Service Desk: +44 (0)303 1234 500 available 09:30 to 18:00 (UK time) *Mon-Fri Email: enquiries@companieshouse.gov.uk

Menu – for a welsh RO

<p>Menu HELP</p>		
<p>Company Number <input type="text"/></p> <p>Company Name <input type="text"/></p>		
<p>File Company Information</p> <p>Category Form Name Form Number Old forms (200a etc.)</p> <p>Company officer details / appointment changes:</p> <ul style="list-style-type: none"> Appointment of corporate director - AP02 Appointment of corporate director - AP02 c- (Welsh form type) Appointment of corporate secretary - AP04 Appointment of corporate secretary - AP04 c- (Welsh form type) Appointment of director - AP01 Appointment of director - AP01 c- (Welsh form type) Appointment of secretary - AP03 Appointment of secretary - AP03 c- (Welsh form type) Change of corporate director's details - CH02 Change of corporate director's details - CH02 c- (Welsh form type) Change of corporate secretary's details - CH04 Change of corporate secretary's details - CH04 c- (Welsh form type) Change of director's details - CH01 Change of director's details - CH01 c- (Welsh form type) Change of secretary's details - CH03 Change of secretary's details - CH03 c- (Welsh form type) Termination of appointment of director - TM01 Termination of appointment of director - TM01 c- (Welsh form type) Termination of appointment of secretary - TM02 Termination of appointment of secretary - TM02 c- (Welsh form type) <p>Annual accounts or change of accounting reference date:</p>		<p>Other Tasks</p> <ul style="list-style-type: none"> File for a different company Company registration details View filing summary Order email of current company information <p>PROOF Status ✖</p> <p>This company is not currently registered in the PROOF scheme.</p> <p>Join PROOF now</p> <p>Note: applications made in the last 48 hrs may not yet have been applied</p> <p>Popular Forms</p> <ul style="list-style-type: none"> Change of Registered Office Address - AD01 Appointment of director - AP01 Appointment of corporate director - AP02 Annual return (£15 charge) - AR01 Change of director's details - CH01 Change of secretary's details - CH03 Termination of appointment of director - TM01 Termination of appointment of secretary - TM02

- *[Audit Exempt Abbreviated Accounts - ABBRV](#)
- *[Dormant Company Accounts - DCA](#)
- [Change of accounting reference date - AA01](#)
- [Change of accounting reference date - AA01 c - \(Welsh form type\)](#)

Annual Return:

- [Annual return \(£15 charge\) - AR01](#)
- [Annual return \(£15 charge\) - AR01 c - \(Welsh form type\)](#)

Company address details:

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

Capital and shareholder details:

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

Notes

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

Menu – Form Tab

File Company Information


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

Forms by Name:

- *[Audit Exempt Abbreviated Accounts - ABBRV](#)
- *[Dormant Company Accounts - DCA](#)
- [Annual return \(£15 charge\) - AR01](#)
- [Appointment of corporate director - AP02](#)
- [Appointment of corporate secretary - AP04](#)
- [Appointment of director - AP01](#)
- [Appointment of secretary - AP03](#)
- [Change of Registered Office Address - AD01](#)
- [Change of accounting reference date - AA01](#)
- [Change of corporate director's details - CH02](#)
- [Change of corporate secretary's details - CH04](#)
- [Change of director's details - CH01](#)
- [Change of location of company records to the registered office \(SAIL\) - AD04](#)
- [Change of secretary's details - CH03](#)
- [Notification of location of company records to the single alternative inspection location \(SAIL\) - AD03](#)
- [Notification of single alternative inspection location \(SAIL\) - AD02](#)
- [Return of allotment of shares - SH01](#)
- [Termination of appointment of director - TM01](#)
- [Termination of appointment of secretary - TM02](#)

Other Tasks

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

PROOF Status 

This company is not currently registered in the PROOF scheme.

[Join PROOF now](#)

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

Popular Forms

- [Change of Registered Office Address - AD01](#)
- [Appointment of director - AP01](#)
- [Appointment of corporate director - AP02](#)
- [Annual return \(£15 charge\) - AR01](#)
- [Change of director's details - CH01](#)
- [Change of secretary's details - CH03](#)
- [Termination of appointment of director - TM01](#)
- [Termination of appointment of secretary - TM02](#)

Menu – Form number tab

Company Number
Company Name

File Company Information

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

Forms by Number:

- [AR01 - Change of accounting reference date](#)
- [ABBRV - "Audit Exempt Abbreviated Accounts"](#)
- [AD01 - Change of Registered Office Address](#)
- [AD02 - Notification of single alternative inspection location \(SAIL\)](#)
- [AD03 - Notification of location of company records to the single alternative inspection location \(SAIL\)](#)
- [AD04 - Change of location of company records to the registered office \(SAIL\)](#)
- [AP01 - Appointment of director](#)
- [AP02 - Appointment of corporate director](#)
- [AP03 - Appointment of secretary](#)
- [AP04 - Appointment of corporate secretary](#)
- [AR01 - Annual return \(C15 change\)](#)
- [CH01 - Change of director's details](#)
- [CH02 - Change of corporate director's details](#)
- [CH03 - Change of secretary's details](#)
- [CH04 - Change of corporate secretary's details](#)
- [DCA - "Dormant Company Accounts"](#)
- [SH01 - Return of allotment of shares](#)
- [TM01 - Termination of appointment of director](#)
- [TM02 - Termination of appointment of secretary](#)

Other Tasks

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

PROOF Status

This company is not currently registered in the PROOF scheme.

[Join PROOF now](#)

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

Popular Forms

- [Change of Registered Office Address - AD01](#)
- [Appointment of director - AP01](#)
- [Appointment of corporate director - AP02](#)
- [Annual return \(C15 change\) - AR01](#)
- [Change of director's details - CH01](#)
- [Change of secretary's details - CH03](#)
- [Termination of appointment of director - TM01](#)

Menu – old forms tab

Menu

Company Number
Company Name

File Company Information

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

Old forms (288a etc.):

- [Annual return \(C15 change\) - 363a](#)
- [Appointment of a Corporate Director or Secretary - 288a](#)
- [Appointment of a Director or Secretary - 288a](#)
- [Change of particulars for director or secretary - 288c](#)
- [Return of allotments of shares \(excluding non-cash\) - 88\(2\)](#)
- [Terminating appointment as director or secretary - 288b](#)

Other Tasks

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

PROOF Status

This company is not currently registered in the PROOF scheme.

[Join PROOF now](#)

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

Notes

- * Only available for completion in English

Annual accounts / change of accounting reference date

HELP

Company Number	<input type="text"/>
Company Name	<input type="text"/>

Your next Annual Accounts are

made up to: 28/02/2008 and must be delivered no later than: 28/12/2008

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

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

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

.....

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

HELP

Company Number	<input type="text"/>
Company Name	<input type="text"/>

Your next Annual Accounts are

made up to: 28/02/2008 and must be delivered no later than: 29/12/2008

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

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

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

[GO BACK](#)

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HELP

Company Number [REDACTED]	Company Name [REDACTED]	
<p>This submission can be used to change the accounting reference date relating to either the current or immediately previous accounting period.</p> <p>You may not change a period for which the accounts are already overdue.</p> <p>You may not extend a period beyond 18 months unless the company is in administration.</p> <p>You may not extend any period more than once in five years (five accounting periods) unless you have provision to do so.</p> <p>Please select which accounting reference date you want to change</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="radio"/> current accounting period </div> <div style="width: 45%; text-align: right;">28/02/2010</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="radio"/> immediately previous accounting period </div> <div style="width: 45%; text-align: right;">28/02/2009</div> </div> <p>Please enter the date you want the accounting period to end (dd/mm/yyyy) (see note 1)</p> <hr style="border-top: 1px dashed #000;"/> <p>You may only extend a period more than once in five years if one of the following provisions (listed below) apply (see note 2)</p> <ol style="list-style-type: none"> 1. the company is in administration, or 2. you have specific approval of the Secretary of State, or 3. you are extending the company's accounting reference period to align with that of a parent or subsidiary undertaking established in the European Economic Area (EEA) <p>If you are extending a period more than once in five years, please select the corresponding number of the provision (as listed above) on which you are relying</p> <div style="display: flex; justify-content: flex-end; align-items: center;"> N/A </div> <p>If you have indicated that you have approval by the Secretary of State (option 2) to extend the period more than once in five years, please enter the code provided on your Secretary of State authorisation letter (4 characters): </p> <hr style="border-top: 1px dashed #000;"/> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> GO BACK CONFIRM </div>		
<p>Note 1: Changes to the Accounting Reference Date</p> <p>Once the accounting reference date is changed, subsequent accounting periods will end on the same day and month in future years.</p>		
<p>Note 2: Extending the Accounting Reference Date</p> <p>If you are extending the accounting reference date more than once over in 5 years, you must indicate which special provision you are relying on.</p> <p>See HELP for a list of countries currently comprising the European Economic Area (EEA).</p>		

Registered Office(AD01)/SAIL

(AD01) Change of Registered Office Address

HELP

Company Number
Company Name

Current Address:

Please enter the new details: See note 1.

Care of Name (if part of address)

PO Box No (if part of address)

Country

Postcode

Building Name/No.

Address Line 1

Address Line 2

Post Town

County/Region

LOOKUP

CANCEL

SUBMIT

Note 1: Registered office address

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

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

Service Desk: +44 (0)303 1234 500 available 08:30 to 18:00 (UK time)*Mon-Fri

Email: enquiries@companieshouse.gov.uk

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

HELP

Company Number

Company Name

Current Address:

No address registered

Notification of single alternative inspection location (SAIL) (AD02)

Please enter new details (or overwrite if applicable) See note 1.

Care of Name (if part of address)

PO Box No (if part of address)

Country

Please select

Postcode

LOOKUP

Building Name/No.

Address Line 1

Address Line 2

Post Town

County/Region

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

Change of location of company records to the single alternative inspection location (SAIL) - (AD03)

The following records are applicable to all company types, unless otherwise indicated. See note 2.

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

☐ Register of members

☐ Register of directors

☐ Directors' service contracts

☐ Directors' indemnities

☐ Register of secretaries

☐ Records of resolutions and meetings

☐ Register of debenture holders

☐ Instruments creating charges and register of charges (only applicable to companies in England/Wales or NI Ireland)

☐ Instruments creating charges and register of charges (only applicable to companies in Scotland)

☐ Contracts relating to purchase of own shares (only applicable to companies limited by shares)

☐ Documents relating to redemption or purchase of own shares out of capital by private company (only applicable to companies limited by shares)

☐ Report to members on outcome of investigation by public company into interests in its shares (only applicable to public limited companies)

☐ Register of interests in shares disclosed to public company (only applicable to public limited companies)

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

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

CANCEL

SUBMIT

Other Tasks

View company's registered office address

Note 1: SAIL address

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

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

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

A SAIL address must be registered before, or with a notification of company records that are kept at the SAIL address.

Note 2: Location of company records

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

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

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

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

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

Return of allotment of shares (SH01)

HELP

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

Please provide absent information by selecting 'UPDATE / AMEND CAPITAL'

UPDATE/AMEND CAPITAL ADD ALLOTMENT REMOVE CAPITAL

CANCEL

Note 3: Totals

OPEN HELP TEXT IN A NEW WINDOW.

SUBMIT

Note 6: Prescribed particulars (of

Company Number

Company Name

All fields must be completed unless otherwise specified

Currency

GBP - Pound Sterling

Class of share

Ordinary

Number of shares allotted

Nominal value of each share

Amount paid (including share premium)

Amount unpaid (including share premium)

Details of non-cash consideration (optional)

(A maximum of 2,000 characters can be entered)

Dates allotted

Allotment period from

Allotment period to (optional)

CANCEL

SUBMIT

Note 1: Number of shares allotted

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

Note 2: Nominal value of each share

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

Note 3: Amount paid

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

Note 4: Amount unpaid

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

Note 5: Details of non-cash consideration (optional)

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

Note 6: Dates allotted

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

If all shares provided were allotted on the same date enter that date in the 'from' field.

If allotted over a period of time, complete both 'from' and 'to' dates; 'from' date must be provided.

(SH01) Return of allotment of shares

HELP

Company Number

Company Name

At least one statement of capital must be provided to submit this form

An allotment must be provided to submit this form

This is the latest statement of capital held by Companies House for your company.

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

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

Please provide absent information by selecting 'UPDATE / AMEND CAPITAL'

Changes Made (Removed)

Currency

GBP - Pound Sterling

Class of share

Ordinary

Amount paid up on each share

0.000000

Amount unpaid on each share

0.000000

Number of shares

100

Aggregate nominal value

100.000000

Prescribed particulars (of rights attached to shares)

(To view full description select 'Amend / update capital')

UNDO LIST CHANGE

Currency: GBP - Pound Sterling

Total number of shares issued: 0

Total aggregate value of shares issued: 0.000000

ADD SHARE CLASS TO THIS CURRENCY

ADD NEW CURRENCY AND SHARE CLASS

CANCEL

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

Absent capital information.

At least one allotment must be added to submit this form.

Allotment dates: if all shares were allotted on the same day enter that date in the 'from' field; if allotted over a period of time complete both 'from' and 'to' dates.

You should update your statement(s) of capital to reflect new allotment details.

Note 2: Options available

Update/ amend capital: to update or amend statement of capital; update capital to reflect new allotment added; provide absent information; correct discrepancies.

Add allotment: to provide details of a new allotment, including the allotment date(s). All allotments provided on this form should relate to the same date(s).

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

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

Remove capital: to remove selected statement of capital and associated allotment.

Remove allotment: will remove new allotment details.

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

Note 3: Totals

Add share class to this currency

OPEN HELP TEXT IN A NEW WINDOW.

Company Number
Company Name

All fields must be completed

Currency

GBP - Pound Sterling

Class of share

Select

Number of shares

Amount paid up on each share

Amount unpaid on each share

Aggregate nominal value

Prescribed particulars of rights attached to shares

CANCEL

SUBMIT

Note 1: Class of share

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

Note 2: Number of shares

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

Note 3: Amount paid up on each share

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

Note 4: Amount unpaid on each share

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

Note 5: Aggregate nominal value

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

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

(a) particulars of any voting rights, including rights that arise only in certain circumstances;
(b) particulars of any rights, as respects dividends, to participate in a distribution;
(c) particulars of any rights, as respects capital, to participate in a distribution (distribution on winding up);

Add new currency and class

OPEN HELP TEXT IN A NEW WINDOW.

Company Number
Company Name

All fields must be completed

Currency

GBP - Pound Sterling

Class of share

Select

Number of shares

Amount paid up on each share

Amount unpaid on each share

Aggregate nominal value

Prescribed particulars of rights attached to shares

CANCEL

SUBMIT

Note 1: Currency

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

Note 2: Class of share

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

Note 3: Number of shares

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

Note 4: Amount paid up on each share

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

Note 5: Amount unpaid on each share

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

Note 6: Aggregate nominal value

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

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

Amended allotment

(SH01) Return of allotment of sharesHELP

Company Number:

Company Name:

This is the latest statement of capital held by Companies House for your company.

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

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

Please provide absent information by selecting 'UPDATE / AMEND CAPITAL'.

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

Changes Made

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

UPDATE/AMEND CAPITAL REMOVE CAPITAL UNDO LAST CHANGE

Shares allotted (to this currency and class of share)

Number of shares allotted	50
Nominal value of each share	1.000
Amount paid (including share premium)	0.10
Amount unpaid (including share premium)	0.10
Details of non-cash consideration	
Date allotted from	07/09/2009
Date allotted to	07/09/2009

AMEND ALLOTMENT REMOVE ALLOTMENT

Currency: GBP - Pound Sterling

Total number of shares issued: 100

Total aggregate value of shares issued: 100.000000

ADD SHARE CLASS TO THIS CURRENCY

ADD NEW CURRENCY AND SHARE CLASS

CANCEL

SUBMIT

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

Absent capital information.

At least one allotment must be added to submit this form.

Allotment dates: If all shares were allotted on the same day enter that date in the 'from' field; if allotted over a period of time complete both 'from' and 'to' dates.

You should update your statement(s) of capital to reflect new allotment details.

Note 2: Options available

Update/ amend capital: to update or amend statement of capital; update capital to reflect new allotment added; provide absent information; correct discrepancies.

Add allotment: to provide details of a new allotment, including the allotment date(s). All allotments provided on this form should relate to the same date(s).

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

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

Remove capital: to remove selected statement of capital and associated allotment.

Remove allotment: will remove new allotment details.

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

Note 3: Totals

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

Amend allotment

Company Number:

Company Name:

All fields must be completed unless otherwise specified

Class of share	Ordinary
Number of shares allotted	<input type="text" value="50"/>
Nominal value of each share	<input type="text" value="1"/>
Amount paid (including share premium)	<input type="text" value="1"/>
Amount unpaid (including share premium)	<input type="text" value="1"/>
Details of non-cash consideration (optional)	
<div></div>	

(A maximum of 2,000 characters can be entered)

Dates allotted

Allotment period from

Allotment period to (optional)

CANCEL

SUBMIT

Note 1: Number of shares allotted

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

Note 2: Nominal value of each share

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

Note 3: Amount paid

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

Note 4: Amount unpaid

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

Note 5: Details of non-cash consideration

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

Note 6: Dates allotted

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

If all shares provided were allotted on the same date enter that date in the 'from' field.

If allotted over a period of time, complete both 'from' and 'to' dates; 'from' date must be provided.

For any return not completed in a previous web session

Continue a previous returnHELP

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

Would you like to

☐ Continue with this Annual Return

☒ Forget all changes and return to the main menu

SUBMIT

Service Desk: +44 (0)203 1234 500 available 09:30 to 19:00 (UK time) *Mon-Fri Email: enquiries@companieshouse.gov.uk

Annual return

Annual ReturnHELP

Company Number

Company Name

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

- 01/03/2009
- 07/09/2007
- 07/09/2006
- 07/09/2005
- 07/09/2004
- 07/09/2003

The Annual Return allows you to submit a snapshot of your company data, plus associated documents, which will update your company information.

Click on the 'confirm' button to continue

The expected date of your next Annual Return is 07/09/2009
[You can not submit it before this date unless you are changing the Return date.](#)

If you wish to alter this date to an earlier, please enter (dd/mm/yyyy)

IMPORTANT

If you choose to make your return to an earlier date please ensure that the document is received within 28 days of this date otherwise a further return will be required to be filed made up to the original date.

Please complete this section if the date of your Annual Return is on or after 1st October 2008

Did this company re-register from Public to Private during the period of this Return? No ☒ Yes ☐

Was this company a traded company at any time during the period of this Return? No ☒ Yes ☐

(A traded company is a company whose shares have been admitted to trading on a regulated market (AIM is not a regulated market))

GO BACK **CONFIRM**

WARNING: Details that cannot currently be provided as part of the new AR01 (Annual Return) form.

The 'Annual Return' capital section is not currently able to capture multiple paid or unpaid amounts for the same class of share.

This information can currently only be provided using the Software Filing service or by submitting the paper version of the AR01 - Annual Return form.

HELP**Address Details**LOGOUT AND FINISH LATERPRINTHELP

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

Company Number

Company Name

Data for Annual Return made up to 07/09/2009

Registered Office Address

UPDATE

The company address details are correct **CONFIRM**

Registered office address

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

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

Service Desk: +44 (0)203 1234 500 available 09:30 to 19:00 (UK time) *Mon-Fri Email: enquiries@companieshouse.gov.uk

(AD01) Change of Registered Office Address

HELP

Company Number

Company Name

Current Address:

Please enter the new details. See note 1.

Care of Name (if part of address)

PO Box No (if part of address)

Country

Please select

Postcode

LOOKUP

Building Name/No.

Address Line 1

Address Line 2

Post Town

County/Region

CANCEL

SUBMIT

Note 1: Registered office address

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

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

HELP-->

Notification of single alternative inspection location address and register(s) (SAIL)

LOG OUT AND FINISH LATER

PRINT

HELP

Registered
Address Details

Location of
Company Registers

Company
Officers

SIC

Capital

Shareholders

Submit

Company Number

Company Name

Data for Annual Return made up to 07/09/2009

Current Address

No address registered

UPDATE

Company records held at the single alternate inspection location (SAIL):

No details of location of company records registered

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

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

The company address details are correct

CONFIRM

Other Tasks

- View company's registered office address

SAIL Address

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

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

SAIL address details are only required if company records are currently kept at the SAIL address.

If you wish to update the SAIL address or the records held at SAIL, select the UPDATE button.

Company Number

Company Name

Current Address:

No address registered

Notification of single alternative inspection location (SAIL) (AD02)

Please enter new details (or overwrite if applicable). See note 1.

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

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

Change of location of company records to the single alternative inspection location (SAIL) - (AD03)

The following records are applicable to all company types, unless otherwise indicated. See note 2.

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

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

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

CANCEL

SUBMIT

Other Tasks

- [View company's registered office address](#)

Note 1: SAIL address

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

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

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

It is not possible to register before, or with a notification of company records that are kept at the SAIL address.

Note 2: Location of company records

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

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

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

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

HELP-->

Company Officers

LOG OUT AND FINISH LATER

PRINT

HELP

Registered Address Details

Location of Company Registers

Company Officers

SIC

Capital

Shareholders

Submit

Company Number

Company Name

Data for Annual Return made up to 07/09/2009

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

Please select an appointment

New information required for fields displayed in red - select 'CHANGE DETAILS' to provide.

SECRETARY

Appointed

Appointment Type Person

CHANGE DETAILS

TERMINATE APPOINTMENT

DIRECTOR

Appointed

Occupation

Nationality

Date of Birth

Appointment Type Person

Appointment type if 'Person' - details required for Country/State of Residence

Note 1: Appointment Type

The appointment type displayed indicates whether the officer is a person or corporate (body or firm).

An 'assumed' appointment type indicates the officer type is unconfirmed on our records - 'assumed' appointment types are confirmed if the officers' details are updated via a change form.

Note 2: New information requirements for directors

The new information requirements for directors are:

- person appointments must provide details of 'Country/State of residence'

- corporate appointments must provide either 'EEA' or 'non-EEA' details

If new information is required, it will be displayed beneath the director details (both requirements will be displayed if the appointment type is assumed, but only one will need to be provided).

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

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

Appointment type if 'Corporate' - details required for EEA or Non-EEA

CHANGE DETAILS

TERMINATE APPOINTMENT

DIRECTOR

Appointed

Occupation

Nationality

Date of Birth

Appointment Type Person

Appointment type if 'Person' - details required for Country/State of Residence

Appointment type if 'Corporate' - details required for EEA or Non-EEA

CHANGE DETAILS

TERMINATE APPOINTMENT

DIRECTOR

Appointed

Occupation

Nationality

Date of Birth

Appointment Type Person

Appointment type assumed - will be confirmed when new information required has been provided.

Appointment type if 'Person' - details required for Country/State of Residence

Appointment type if 'Corporate' - details required for EEA or Non-EEA

CHANGE DETAILS

TERMINATE APPOINTMENT

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

APPOINT A PERSON AS A NEW DIRECTOR (AP01)

APPOINT A NEW CORPORATE DIRECTOR (AP02)

APPOINT A PERSON AS A NEW SECRETARY (AP03)

APPOINT A NEW CORPORATE SECRETARY (AP04)

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

Note 3: EEA companies (European Economic Area)

An EEA company is one to which the First Company Law Directive (68/151/EEC) applies. You are required to give details of the register where the company file is kept (including the relevant state). The register (central register, commercial register, company register) is the one mentioned in Article 3 of the Directive.

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

A non-EEA company is one to which the First Company Law Directive (68/151/EEC) does NOT apply.

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

Note 5: New 'company officer' information within your Annual Return

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

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

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

The submission of 'old form' types are NOT available within the Annual Return and must be submitted separately outside of this Annual Return. To ensure your Annual Return includes changes that occurred during the period of the Annual Return:

- Select 'Log out and finish later' to cancel this Annual Return

- Log back into WebFiling and select 'Forget all changes and return to the main menu'

Details are correct

CONFIRM

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

For appointment changes with an event

Confirmation of appointment type

Company Number

Company Name

The appointment selected relates to:

☐ a person

☐ a corporate body (or firm)

GO BACK

CONTINUE

Note 1: Confirm appointment type

Please confirm the appointment type and we will direct you to the appropriate change form.

The appointment type will only be confirmed on our records from an accepted change form.

Service Desk: +44 (0)303 1234 500 available 08:30 to 18:00 (UK time) *Mon-Fri

Email: enquiries@companieshouse.gov.uk

(CH01) Change of director's details

HELP

Company Number

Company Name

Date of change

A date must be provided.

Date of Change (dd/mm/yyyy)

Director's general details

The following details will appear on the public record.

Please enter new details (or overwrite if applicable)

Title

Mr

First Forename

Other Forename (s)

Surname

Country/State of residence

Please select

See note 1.

Other Country/State

(details of 'Country/State of residence' must correspond with the residential address)

Nationality

Business Occupation

Disclosure exemption (See note 2).

☐ Only tick this box if you are in the process of applying for an exemption from disclosing your residential address to credit reference agencies under section 243 of the Companies Act 2006.

Other Tasks

- [View current company Appointments](#)
- [View company's registered office address](#)

Note 1: Country / State of residence

Details of the director's 'Country / State of residence' are required as part of an Annual Return submission. If these details are blank, you may wish to provide them.

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

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

Note 2: Disclosure exemption

For an individual to be granted a disclosure exemption, a separate application must be made under Section 243 of the Companies Act 2006.

Where a director is subject to a disclosure exemption, a statement will be displayed.

Director's service address (See note 3).

Only update this section if you wish to change the service address.

The service address does not have to be a residential address. Service address details will appear on the public record.

We currently have the service address as:

Oak Tree Cottages Nursery Lane
Maresfield
Uckfield
East Sussex
TN22 3BA

Have the service address details changed? (please select): (See note 3.)

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

Director's residential address (See note 4).

Only update this section if you wish to change the director's residential address.

Details provided will NOT appear on the public record.

Have the director's residential address details changed? (please select): (See note 4.)

- ☒ **No change** to the residential address
- ☐ **Yes**, the residential address is now 'same as the service address'
- ☐ **Yes**, new residential address details need to be supplied (select to display address fields)

GO BACK

SUBMIT

disclosure exemption, a checkbox is provided for those who are in the process of applying for one.

Note 3: Director's service address

To change the service address, select a button provided.

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

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

Note 4: Director's residential address

The director's residential address is not displayed for reasons of privacy.

To change the residential address, select a button provided.

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

(CH03) Change of secretary's details

HELP

Company Number

Company Name

Date of change

A date must be provided.

Date of Change (dd/mm/yyyy)

Secretary's general details

The following details will appear on the public record.

Please enter new details (or overwrite if applicable)

Title

First Forename

Other Forename (s)

Surname

Secretary's service address (See note 1).

Only update this section if you wish to change the service address.

The service address does not have to be a residential address. Service address details will appear on the public record.

We currently have the service address as:

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

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

GO BACK

SUBMIT

Other Tasks

- [View current company Appointments](#)
- [View company's registered office address](#)

Note 1: Secretary's service address

To change the service address, select a button provided.

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

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

(TM01) Termination of appointment of director

HELP

Company Number
Company Name

DIRECTOR

Date of resignation (dd/mm/yyyy)

GO BACK

SUBMIT

Note 1: Resignation date

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

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

Termination of appointment of director

Company Number
Company Name

Are you sure you want to terminate this appointment?

NO

YES

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

HELP-->

SIC (Standard Industrial Classification) Codes

LOG OUT AND FINISH LATER

PRINT

HELP

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

Company Number
Company Name

Data for Annual Return made up to 07/09/2009

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

Principal Business Activities

Sic Code

Description

7420

Architectural, technical consult

CHANGE

ADD NEW CODE

Principal Business Activities are correct

CONFIRM

Action Block

Link 1

Link 2

Link 3

Link 4

Other Actions

(text)

SIC Code

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

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

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

A maximum of 4 codes can be provided.

Change/add new code

SIC Code Selection

HELP

Company Number

Company Name

Data for Annual Return made up to07/09/2009

Principal Business Activities

Main Group Heading

Agriculture, Hunting and Forestry

Trade Description

0111 Grow cereals & other crops

BACK

SUBMIT

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

HELP-->

Share Capital

LOG OUT AND FINISH LATER

PRINT

HELP

Registered Address DetailsLocation of Company RegistersCompany OfficersSICCapitalShareholdersSubmit

Company Number

Company Name

Data for Annual Return made up to 07/09/2009

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

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

Currency:

Class of share:

Amount paid up on each share:

Amount unpaid on each share:

Number of shares:

Aggregate nominal value:

Prescribed particulars (of rights attached to shares)

(To view full description select 'Amend / update capital')

UPDATE / AMEND CAPITAL

REMOVE CAPITAL

Currency: EUR - Euro

Total number of shares issued: 20

Total aggregate value of shares issued: 10 000000

ADD SHARE CLASS TO THIS CURRENCY

Page 1 2

ADD NEW CURRENCY AND CLASS

Share Capital Details are correct

CONFIRM

Capital information

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

Options available

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

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

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

Remove capital: to remove selected capital.

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

Totals

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

Update or amend capital

OPEN HELP TEXT IN A NEW WINDOW.

Company Number

Company Name

All fields must be completed

See notes for information required on this screen.

Currency

EUR - Euro

Class of share

Select

Number of shares

Amount paid up on each share

Amount unpaid on each share

Aggregate nominal value

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

CANCEL

SUBMIT

Note 1: Class of share

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

Note 2: Number of shares

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

Note 3: Amount paid up on each share

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

Note 4: Amount unpaid on

Add share class to this currency

OPEN HELP TEXT IN A NEW WINDOW.

Company Number

Company Name

All fields must be completed

Currency

EUR - Euro

Class of share

Select

Number of shares

Amount paid up on each share

Amount unpaid on each share

Aggregate nominal value

Prescribed particulars of rights attached to shares

CANCEL

SUBMIT

Note 1: Class of share

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

Note 2: Number of shares

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

Note 3: Amount paid up on each share

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

Add new currency and class

OPEN HELP TEXT IN A NEW WINDOW.

Company Number

Company Name

All fields must be completed

Currency

GBP - Pound Sterling

Class of share

Select

Number of shares

Amount paid up on each share

Amount unpaid on each share

Aggregate nominal value

Prescribed particulars of rights attached to shares

CANCEL

SUBMIT

Note 1: Currency

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

Note 2: Class of share

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

Note 3: Number of shares

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

Note 4: Amount paid up on each share

HELP-->

Details of Share holdings

LOG OUT AND FINISH LATER

PRINT

HELP

Registered
Address Details

Location of
Company Registers

Company
Officers

SIC

Capital

Shareholders

Submit

Company Number

Company Name

Data for Annual Return made up to 07/09/2009

Please Note: If this screen is blank please update with details of the Shares held and Shareholders

A maximum of 350 individual and joint shareholders can be provided - applies to all company types

Shareholding

Class

Ordinary

Number

99

UPDATE

TRANSFER OUT

CHANGE SHAREHOLDER DETAILS

ADD NEW JOINT SHAREHOLDER

Shareholding

Class

Ordinary

Number

1

UPDATE

TRANSFER OUT

CHANGE SHAREHOLDER DETAILS

ADD NEW JOINT SHAREHOLDER

Shareholding

Class

Number

UPDATE

TRANSFER OUT

CHANGE SHAREHOLDER DETAILS

ADD NEW JOINT SHAREHOLDER

Shareholding

Class

Number

UPDATE

TRANSFER OUT

CHANGE SHAREHOLDER DETAILS

ADD NEW JOINT SHAREHOLDER

ADD / UPDATE OTHER SHAREHOLDERS

Company shareholder details are correct

CONFIRM

Action Block

Link 1

Link 2

Link 3

Link 4

Other Actions

(text)

Update Shareholding Details

HELP

Company Number

Company Name

Data for Annual Return made up to 07/09/2009

Class:

Ordinary

Number:

99

GO BACK

SUBMIT

Service Desk: +44 (0)303 1234 500 available 08:30 to 18:00 (UK time) *Mon-Fri

Email: enquiries@companieshouse.gov.uk

Transfer Shareholder Details

[HELP](#)

Company Number

Company Name

Data for Annual Return made up to 07/09/2009

Details of Shareholding (Shares Held):

Class:

Ordinary

Number:

99

Shares to be transferred

Number

Date of Transfer (dd/mm/yyyy)

[GO BACK](#)

[SUBMIT](#)

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

CHANGE SHAREHOLDER DETAILS

[HELP](#)

Company Number

Company Name

Data for Annual Return made up to 07/09/2009

Surname / Company Name:

Forename:

[GO BACK](#)

[SUBMIT](#)

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

Add Joint Shareholder

[HELP](#)

Company Number

Company Name

Data for Annual Return made up to 07/09/2009

This screen is to add a joint shareholder to this shareholding

Names

Shares Held

Class

Ordinary

Number

99

Surname / Company Name

Forename

[GO BACK](#)

[SUBMIT](#)

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

Other Shareholders Details

[HELP](#)

Company Number

Company Name

Data for Annual Return made up to 07/09/2009

Please complete the details of any persons or corporate bodies who are shareholders of the company at the date of this return and not listed in the shareholders section. Also provide the details of any persons who became but have ceased to be shareholders of the company since the date of the last annual return.

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

Surname / Company Name

Forename

Shares / stock held

Class

Please select

Please select

Please select

Number

GO BACK

SUBMIT

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

HELP-->

Annual Return Confirmation

LOG OUT AND FINISH LATER

PRINT

HELP

Registered
Address Details

Location of
Company Registers

Company
Officers

SIC

Capital

Shareholders

Submit

Company Number

Company Name

Data for Annual Return made up to 07/09/2009

You have made the changes listed below to your company information.

Where applicable these changes will be displayed as individual form types.

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

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

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

Changed Appointment (CH03)

Changed Appointment (CH01)

Changed Appointment (CH01)

Resigned Appointment (TM01)

Details are correct

SUBMIT

CONTACT DETAILS AND AUTHORISATION

HELP

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

Please ensure this email address is correct

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

Forename:

Surname:

Telephone Number:

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

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

CANCEL

SUBMIT

NOTE 1: CONTACT DETAILS

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

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

NOTE 2: PERSON AUTHORISING

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

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

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

TERMINATING APPOINTMENT OF DIRECTOR OR SECRETARY (FORMS TM01, TM02)

HELP

Company Number

Company Name

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

Please select an appointment (see note 1)

SECRETARY

Appointed

TERMINATE APPOINTMENT

DIRECTOR

Appointed

Occupation

Nationality

Date of Birth

Country/State of residence

TERMINATE APPOINTMENT

DIRECTOR

Appointed

Occupation

Nationality

Date of Birth

TERMINATE APPOINTMENT

DIRECTOR

Appointed

Occupation

Nationality

Date of Birth

Country/State of residence

TERMINATE APPOINTMENT

DIRECTOR

Appointed

EEA Company

Register location

Register number

TERMINATE APPOINTMENT

CANCEL

OTHER TASKS

View company's registered office address

NOTE 1: TERMINATE (RESIGN) APPOINTMENT

Select the company officer you wish to terminate (resign) the appointment of.

The list of current appointments may extend to additional pages.

(TM02) Termination of appointment of secretary

HELP

Company Number

Company Name

SECRETARY

Date of resignation (dd/mm/yyyy)

GO BACK

SUBMIT

Note 1: Resignation date

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

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

Termination of appointment of secretary

Company Number

Company Name

Are you sure you want to terminate this appointment?

NO

YES

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

(CH02) Change of corporate director's details

HELP

Company Number

Company Name

Please enter new details (or overwrite if applicable)

Date of Change (dd/mm/yyyy)

Name of corporate body or firm

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

Country

Other Country

Postcode

Care of details (only if applicable)

PO Box No (if part of address)

Building Name/No.

Address

Post Town

County/Region

Change EEA / non-EEA details (See note 2).

Have the EEA or non-EEA details of the appointment changed? (please select):

☒ No change to EEA or non-EEA details

☐ Yes, change EEA company details (update section 1 below)

☐ Yes, change non-EEA company details (update section 2 below)

Other Tasks

View current company Appointments

View company's registered office address

Note 1: Registered or principal address

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

This address will appear on the public record.

Note 2: Updating EEA / non-EEA details

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

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

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

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

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

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

Details of the legal form of the corporate body or firm

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

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

Registration number (if applicable)

CANCEL

SUBMIT

to give details of the register where the company file is kept (including the relevant state). The register (central register, commercial register, company register) is the one mentioned in Article 3 of the Directive.

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

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

A non-EEA company is one to which the First Company Law Directive (68/151/EEC) does NOT apply.

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

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

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

(CH04) Change of corporate secretary's details

HELP

Company Number

Company Name

Please enter new details (or overwrite if applicable)

Date of Change (dd/mm/yyyy)

Name of corporate body or firm

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

Country

Other Country

Postcode

Care of details (only if applicable)

PO Box No (if part of address)

Building Name/No.

Address

Post Town

County/Region

Change EEA / non-EEA details (See note 2).

Other Tasks

- [View current company Appointments](#)
- [View company's registered office address](#)

Note 1: Registered or principal address

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

This address will appear on the public record.

Note 2: Updating EEA / non-EEA details

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

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

Have the EEA or non-EEA details of the appointment changed? (please select):

- ☒ **No change** to EEA or non-EEA details
- ☐ **Yes**, change **EEA** company details (update section 1 below)
- ☐ **Yes**, change **non-EEA** company details (update section 2 below)

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

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

Place where file is kept (including the state)

Registration Number

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

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

Details of the legal form of the corporate body or firm

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

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

Registration number (if applicable)

CANCEL

SUBMIT

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

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

Note 3: EEA companies (European Economic Area)

An EEA company is one to which the First Company Law Directive (68/151/EEC) applies. You are required to give details of the register where the company file is kept (including the relevant state). The register (central register, commercial register, company register) is the one mentioned in Article 3 of the Directive.

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

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

A non-EEA company is one to which the First Company Law Directive (68/151/EEC) does NOT apply.

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

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

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

(AP02) Appointment of corporate director

HELP

Company Number

Company Name

Details of new corporate director

Date of appointment (dd/mm/yyyy)

Name of corporate body or firm

Please provide details of the registered or principle office address of the corporate appointment. See note 1.

Country

Other Country

Postcode

Care of details (only if applicable)

PO Box No (if part of address)

Building Name/No.

Address

Post Town

County/Region

Please provide the full name of the person authorising the appointment of the corporate body or firm. See note 2.

Forename

Surname

Select the company type you are providing details for. (See note 3.)

- ☐ **EEA** company (provide details in **section 1** below)
- ☐ **non-EEA** company (provide details in **section 2** below)

Other Tasks

- [View current company Appointments](#)
- [View company's registered office address](#)

Note 1: Registered or principal address

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

This address will appear on the public record.

Note 2: Person authorising

The name provided should be that of an authorised signatory of the corporate body being appointed (e.g. director). The individual named is consenting to the appointment on behalf of the corporate body.

Note 3: Updating EEA / non-EEA details

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

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

Section 1 - For EEA companies only (See note 4).

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

Place where file is kept (including the state)

Registration Number

Section 2 - For non-EEA companies only (See note 5).

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

Details of the legal form of the corporate body or firm

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

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

Registration number (if applicable)

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

Note 4: EEA companies (European Economic Area)

An EEA company is one to which the First Company Law Directive (68/151/EEC) applies. You are required to give details of the register where the company file is kept (including the relevant state). The register (central register, commercial register, company register) is the one mentioned in Article 3 of the Directive.

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

Note 5: non-EEA companies (European Economic Area)

A non-EEA company is one to which the First Company Law Directive (68/151/EEC) does NOT apply.

(AP04) Appointment of corporate secretary

Company Number

Company Name

Details of new corporate secretary

Date of appointment (dd/mm/yyyy)

Name of corporate body or firm

Please provide details of the registered or principle office address of the corporate appointment. See note 1.

Country

Other Country

Postcode

Care of details (only if applicable)

PO Box No (if part of address)

Building Name/No.

Address

Post Town

County/Region

Please provide the full name of the person authorising the appointment of the corporate body or firm. See note 2.

Forename

Surname

Select the company type you are providing details for. (See note 3.)

- ☐ EEA company (provide details in **section 1** below)
- ☐ non-EEA company (provide details in **section 2** below)

Section 1 - For EEA companies only (See note 4).

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

Place where file is kept (including the state)

Registration Number

Section 2 - For non-EEA companies only (See note 5).

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

Details of the legal form of the corporate body or firm

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

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

Registration number (if applicable)

Other Tasks

- [View current company Appointments](#)
- [View company's registered office address](#)

Note 1: Registered or principal address

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

This address will appear on the public record.

Note 2: Person authorising

The name provided should be that of an authorised signatory of the corporate body being appointed (e.g. director). The individual named is consenting to the appointment on behalf of the corporate body.

Note 3: Updating EEA / non-EEA details

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

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

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

Note 4: EEA companies (European Economic Area)

An EEA company is one to which the First Company Law Directive (68/151/EEC) applies. You are required to give details of the register where the company file is kept (including the relevant state). The register (central register, commercial register, company register) is the one mentioned in Article 3 of the Directive.

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

Note 5: non-EEA companies (European Economic Area)

A non-EEA company is one to which the First Company Law Directive (68/151/EEC) does NOT apply.

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

Former names (See note 1).	
Former forename	<input type="text"/>
Other Forename (s)	<input type="text"/>
Former surname	<input type="text"/>
<hr/>	
Secretary's service address (See note 2).	
The service address does not have to be a residential address. Service address details will appear on the public record.	
Where is the service address situated? (please select):	
<input type="radio"/> The service address is 'same as' the company's registered office <input checked="" type="radio"/> The service address is at the address supplied (select to display address fields)	
Details entered below will only be submitted if the option ' display address fields ' is selected above.	
Country	<input type="text" value="Please select"/>
Other Country	<input type="text"/>
Postcode	<input type="text"/> <input type="button" value="LOOKUP"/>
Care of details (only if applicable)	<input type="text"/>
PO Box No (if part of address)	<input type="text"/>
Building Name/No.	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
Post Town	<input type="text"/>
County/Region	<input type="text"/>
<hr/>	
<input type="button" value="CANCEL"/>	<input type="button" value="SUBMIT"/>

Note 2: Secretary's service address

To supply the service address, select a button provided.

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

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

(AP01) Appointment of director

HELP

Company Number

Company Name

Details of new director

Date of appointment (dd/mm/yyyy)

i

Date of Birth (dd/mm/yyyy)

Title

Forename

Other Forename (s)

Surname

Country/State of residence

Please select

See note 1.

Other Country/State

(details of 'Country/State of residence' must correspond with the residential address)

Nationality

Business Occupation

Former names (See note 2).

Former forename

Other former forename(s)

Former surname

Other Tasks

View current company Appointments

View company's registered office address

Note 1: Country / State of residence

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

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

Note 2: Former names

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

Note 3: Director's service address

To supply the service address, select a button provided.

A button is provided to indicate the

Director's service address (See note 3).

The service address does not have to be a residential address. Service address details will appear on the public record.

Where is the service address situated? (please select):

☐

The service address is 'same as' the company's registered office

☐

The service address is at the address supplied (select to display address fields)

Director's residential address (See note 4).

Details provided will NOT appear on the public record.

Where is the residential address situated? (please select):

☐

The residential address is 'same as' the service address

☐

The residential address is at the address supplied (select to display address fields)

Disclosure exemption: (See note 5.)

☐

Only tick this box if you are in the process of applying for, or have been granted exemption from disclosing your residential address to credit reference agencies under section 243 of the Companies Act 2006.

CANCEL

SUBMIT

Former surname

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

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

Note 4: Director's residential address

To supply the residential address, select a button provided.

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

You cannot select the 'same as' option if:

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

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

To supply the service address, select a button provided.

A button is provided to indicate the

Service address and residential address to be fully provided

Director's service address (See note 3).

The service address does not have to be a residential address. Service address details will appear on the public record.

Where is the service address situated? (please select):

- ☐ The service address is 'same as' the company's registered office
☒ The service address is at the address supplied (select to display address fields)

Details entered below will only be submitted if the option **display address fields** is selected above.

Country	<div>Please select</div>
Other Country	<div></div>
Postcode	<div><div></div><div>LOOKUP</div></div>
Care of details (only if applicable)	<div></div>
PO Box No (if part of address)	<div></div>
Building Name/No.	<div></div>
Address	<div></div>
	<div></div>
Post Town	<div></div>
County/Region	<div></div>

Director's residential address (See note 4).

Details provided will NOT appear on the public record.

Where is the residential address situated? (please select):

- ☐ The residential address is 'same as' the service address
☒ The residential address is at the address supplied (select to display address fields)

Details entered below will only be submitted if the option **display address fields** is selected above.

Country	<div>Please select</div>
Other Country	<div></div>
Postcode	<div><div></div><div>LOOKUP</div></div>
Building Name/No.	<div></div>
Address	<div></div>
	<div></div>
Post Town	<div></div>
County/Region	<div></div>

Disclosure exemption: (See note 5.)

- ☐ Only tick this box if you are in the process of applying for, or have been granted exemption from disclosing your residential address to credit reference agencies under section 243 of the Companies Act 2006.

CANCEL

SUBMIT

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

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

Note 4: Director's residential address

To supply the residential address, select a button provided.

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

You cannot select the 'same as' option if:

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

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

Note 5: Disclosure exemption

Directors who are currently subject to (or in the process of applying for) a disclosure exemption should indicate this by ticking the box accordingly. If this is not indicated where an exemption is in place, it may result in the submission being rejected.

For an individual to be granted a disclosure exemption, a separate application must be made under Section 243 of the Companies Act 2006.