

AR01

Annual Return

A fee is payable with this form

What this form is for
You may use this form to confirm that the company information is correct as at the date of this return. You must file an Annual Return at least once every year.

What this form is NOT for
You cannot use this form to give notice of changes to the company officers, registered office address, company type or information relating to the company records.

Part 1 Company details

The section must be completed by all companies.

→ **Filling in this form**
Please complete in typescript or in bold black capitals.

All fields are mandatory unless specified or indicated by *

A1 Company details

Company number	<input type="text"/>	
Company name in full	<input type="text"/>	

A2 Return date

Please give the annual return made up date. The return date must not be a future date. The annual return must be delivered within 28 days of the date given below.

Date of this return	<input type="text"/>	
	<input type="text"/>	

A3 Principal business activity

Please show the trade classification code number(s) for the principal activity or activities.

Classification code 1	<input type="text"/>	
Classification code 2	<input type="text"/>	
Classification code 3	<input type="text"/>	
Classification code 4	<input type="text"/>	
	<input type="text"/>	
Principal activity description	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	

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A4

Company type

Please confirm your company type by ticking the appropriate box below (only one box must be ticked):

- ☐ Public limited company
- ☐ Private company limited by shares
- ☐ Private company limited by guarantee
- ☐ Private company limited by shares exempt under section 60
- ☐ Private company limited by guarantee exempt under section 60
- ☐ Private unlimited company with share capital
- ☐ Private unlimited company without share capital

A5

Registered office address

Building name/number

Street

Post town

County/Region

Postcode

A6

Single alternative inspection location (SAIL) of the company records (if applicable)

Building name/number

Street

Post town

County/Region

Postcode

A7

Location of company records

Please tick the appropriate box to indicate which records are kept at the SAIL address in **Section A6**:

- ☐ Register of members.
- ☐ Register of directors.
- ☐ Directors' service contracts.
- ☐ Directors' indemnities.
- ☐ Register of secretaries.
- ☐ Records of resolutions etc.
- ☐ Contracts relating to purchase of own shares.
- ☐ Documents relating to redemption or purchase of own share out of capital by private company.
- ☐ Register of debenture holders.
- ☐ Report to members of outcome of investigation by public company into interests in its shares.
- ☐ Register of interests in shares disclosed to public company.
- ☐ Instruments creating charges and register of charges: England and Wales or Northern Ireland.
- ☐ Instruments creating charges and register of charges: Scotland.

Part 2

Officers of the company

Secretary

Continuation pages

Please use a continuation page if you need to enter more officer details.

B1

Secretary's details

Please use this section to list all the secretaries of the company.
For a corporate secretary, complete Section C1-C4.

Title*	
Full forename(s)	
Surname	
Former name(s)	

B2

Secretary's service address

Building name/number	
Street	
Post town	
County/Region	
Postcode	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Country	

Corporate secretary

C1	Corporate secretary's details	
	Please use this section to list all the corporate secretaries of the company.	
Corporate body/firm name		
Building name/number		
Street		
Post town		
County/Region		
Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Country		
C2	Location of the registry of the corporate body or firm	
	Is the corporate secretary registered within the European Economic Area (EEA)? → Yes Complete Section C3 only → No Complete Section C4 only	
C3	EEA companies	
	Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register.	
Where the company/firm is registered		
Registration number		
C4	Non-EEA companies	
	Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.	
Legal form of the corporate body or firm		
Governing law		
If applicable, where the company/firm is registered		
If applicable, the registration number		

Director

D1	Director's details									
	Please use this section to list all the directors of the company. For a corporate director, complete Section E1-E4.									
Title*										
Full forename(s)										
Surname										
Former name(s)										
Country/State of residence										
Nationality										
Date of birth	<table><tr><td>d</td><td>d</td><td>m</td><td>m</td><td>y</td><td>y</td><td>y</td><td>y</td></tr></table>		d	d	m	m	y	y	y	y
d	d	m	m	y	y	y	y			
Business occupation (if any)										

D2	Director's service address									
Building name/number										
Street										
Post town										
County/Region										
Postcode	<table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>									
Country										

Director

D1	Director's details	
	Please use this section to list all the directors of the company. For a corporate director, complete Section E1-E4.	
Title*		
Full forename(s)		
Surname		
Former name(s)		
Country/State of residence		
Nationality		
Date of birth	<div><div>d</div><div>d</div><div>m</div><div>m</div><div>y</div><div>y</div><div>y</div><div>y</div></div>	
Business occupation (if any)		

D2	Director's service address	
Building name/number		
Street		
Post town		
County/Region		
Postcode	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	
Country		

Corporate director

E1	Corporate director's details	
	Please use this section to list all the corporate director's of the company.	
Corporate body/firm name		
Building name/number		
Street		
Post town		
County/Region		
Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Country		
E2	Location of the registry of the corporate body or firm	
	Is the corporate director registered within the European Economic Area (EEA)? → Yes Complete Section E3 only → No Complete Section E4 only	
E3	EEA companies	
	Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register.	
Where the company/firm is registered		
Registration number		
E4	Non-EEA companies	
	Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.	
Legal form of the corporate body or firm		
Governing law		
If applicable, where the company/firm is registered		
If applicable, the registration number		

Part 3 Statement of capital

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F1 Share capital in pound sterling (£)

Please complete the table below to show each class of shares held in pound sterling.
If all your issued capital is in sterling, only complete **Section F1** and then go to **Section F4**.

Class of shares (E.g. Ordinary/Preference etc.)	Amount paid up on each share	Amount (if any) unpaid on each share	Number of shares	Aggregate nominal value
				£
				£
				£
				£
Totals				£

F2 Share capital in other currencies

Please complete the table below to show any class of shares held in other currencies.
Please complete a separate table for each currency.

Currency				
Class of shares (E.g. Ordinary/Preference etc.)	Amount paid up on each share	Amount (if any) unpaid on each share	Number of shares	Aggregate nominal value
Totals				

Currency				
Class of shares (E.g. Ordinary/Preference etc.)	Amount paid up on each share	Amount (if any) unpaid on each share	Number of shares	Aggregate nominal value
Totals				

F3 Totals

	Please give the total number of shares and total aggregate nominal value of issued share capital.		
Total number of shares			
Total aggregate nominal value			

Continuation Pages
Please use a Statement of Capital continuation page if necessary.

F4

Statement of capital (Voting rights)

Please give the prescribed particulars of rights attached to shares for each class of share shown in the statement of capital share tables in **Sections F1 and F2**.

Class of share

Voting rights

Class of share

Voting rights

Class of share

Voting rights

Class of share

Voting rights

Part 4 Shareholders

G1

Traded public companies

- ☐ Please tick the box if your company was a traded public company at any time during the period of this return.

G2

List of past and present shareholders

Private and non-traded public companies are required to provide a 'full list' if one was not included with either of the last two returns.

Traded public companies are required to provide a list of shareholders who held at least 5% of the issued shares of any share class if a list was not provided with either of the last two returns.

Please tick the appropriate box below:

- ☐ A full list of shareholders for a private or non-traded public company is enclosed. Please complete **Section G3**; or
- ☐ A list of shareholders holding at least 5% of the issued shares of any share class for a traded public company is enclosed. Please complete **Section G4**.
- ☐ A list of shareholder changes is enclosed.
→ For private or non-traded public companies, please complete **Section G3**.
→ For traded public companies, please complete **Section G4**.
- ☐ There were no shareholder changes in this period.
→ Go to **Part 5 (Signature)**.

Please tick the appropriate box below to indicate the format of your shareholder details:

- ☐ The list of shareholders is enclosed on paper.
- ☐ The list of shareholders is enclosed in another format.

G3

Private or non-traded public companies – list of past and present shareholders

This section should only be completed by companies that have not traded on a regulated market at any time during the period of this return.

Changes during this period to shareholders' particulars or details of the amount of stock or shares transferred must be completed each year.

You must provide a 'full list' of all company shareholders on:

- The company's first annual return following incorporation;
- Every third annual return after a full list has been provided.

Further shareholders

Please use a 'Private or non-traded public companies – list of past and present shareholders' continuation page if necessary.

[illegible]

G4

Traded public companies – list of past and present shareholders

This section should show the shareholders that hold at least 5% of any class of share(s) of the company at the date of this return. It should only be completed by public companies that have traded on a regulated market at any time during the period of this return.

Changes during this period to shareholders' particulars or details of the amount of stock or shares transferred must be completed each year.

You must provide a 'full list' of all company shareholders on:

- The company's first annual return following incorporation;
- Every third annual return after a full list has been provided.

Further shareholders

Please use a 'Traded public companies – list of past and present shareholders' continuation page if necessary.

Shareholder's details	Class of share	Shares or stock currently held	Shares or stock transferred (if appropriate)	
		Number of shares or amount of stock	Number of shares or amount of stock	Date of registration of transfer
Name				/ /
Address				/ /
				/ /
				/ /
				/ /
Name				/ /
Address				/ /
				/ /
				/ /
				/ /
Name				/ /
Address				/ /
				/ /
				/ /
				/ /
Name				/ /
Address				/ /
				/ /
				/ /
				/ /
Name				/ /
Address				/ /
				/ /
				/ /
				/ /

Part 5 Signature

	<div>This must be completed by all companies.</div> <div>I am signing this form on behalf of the company.</div>	
Signature	<div>Signature</div>	
	<div>This form may be signed by: Director , Secretary, Person authorised , Charity commission receiver and manager, CIC manager, Judicial factor.</div>	

Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below:

For companies registered in England and Wales:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.

For companies registered in Scotland:

The Registrar of Companies, Companies House,
Fourth floor, Edinburgh Quay 2,
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF.
DX ED235 Edinburgh 1
or LP - 4 Edinburgh 2 (Legal Post).

For companies registered in Northern Ireland:

The Registrar of Companies, Companies House,
Second Floor, The Linenhall, 32-38 Linenhall Street,
Belfast, Northern Ireland, BT2 8BG.
DX 481 N.R. Belfast 1.