



Companies House

Prosecuting Solicitor's Office  
Companies House  
Crown Way  
Cardiff, CF14 3UZ

T 0303 1234 500  
E [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)  
Twitter @CompaniesHouse

[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

Andrew Demo  
Demo Company Limited  
Crown Way  
Cardiff  
CF14 3UZ

Company number  
**00345567**

Reference number  
**CR12/34567/89**

11 May 2019

## Start of criminal proceedings

I've been asked to start criminal proceedings against you because your documents are overdue. We've sent reminders to you, but you have not filed your:

- confirmation statement due on 31 March 2018
- accounts for 1 April 2016 to 31 March 2017
- accounts for 1 April 2017 to 31 March 2018

You must deliver all outstanding documents by **18 May 2019**, or we'll issue a single justice procedure notice from this date. This includes any documents due after the date of this letter. Documents are 'delivered' when we receive them in an acceptable electronic or paper format.

As the company director, you're responsible for sending these documents to us.

**! If convicted, you could receive an unlimited fine for each set of accounts and confirmation statement. In certain circumstances, you could also be disqualified from being a director or taking part in the management of a company for up to 5 years.**

**Your company will also get an automatic financial penalty for any accounts delivered late, in addition to fines relating to the criminal proceedings.**

### File your documents now

Use our online filing service: [gov.uk/companieshouse](http://gov.uk/companieshouse)

If your company is not trading and you want to remove it from the register go to:  
[www.gov.uk/closing-a-limited-company](http://www.gov.uk/closing-a-limited-company)

Yours sincerely,

**Stuart Morgan**

Head of the Enforcement and Integrity Unit



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<<DirectorName>>  
<<CompanyName>>  
<<AddressLine1>>  
<<AddressLine2>>  
<<AddressLine3>>  
<<Postcode>>

Company number  
<<CompanyNo>>

Reference number  
<<RefNumber>>

<<TodaysDate>>

## Start of criminal proceedings

I've been asked to start criminal proceedings against you because your documents are overdue. We've sent reminders to you, but you have not filed your:

- confirmation statement due on <<DueDate>>
- accounts for <<PeriodStartDate>> to <<PeriodEndDate>>
- accounts for <<PeriodStartDate>> to <<PeriodEndDate>>

You must deliver all outstanding documents by <<DeadlineDate>>, or we'll issue a single justice procedure notice from this date. This includes any documents due after the date of this letter. Documents are 'delivered' when we receive them in an acceptable electronic or paper format.

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**Stuart Morgan**

Head of the Enforcement and Integrity Unit