

# Companies House

## Single Justice Procedure Notice

<David Adams>	Company Name:
<3 Rossington Street>	<Adams Family Funerals>
<Clapton>	Company Number:
<London>	<0985475>
<E5 1HR>	Unique Reference Number (URN):
<England>	<CR12345678DA>
	Defendant Date of Birth:
	<25/12/1966>

### NOTICE

You are receiving this notice because you have been charged with the offence(s) listed overleaf

#### What happens next?

- You must plead guilty or not guilty by post
- Fill in the forms in this pack
- You **must** fill in the Statement of Means form

### IMPORTANT

You have 21 days from the date of the Certificate of Service (see page 5)\* to respond to this notice or the case may be heard without you and you may be found guilty and sentenced in your absence. If you want to consult a solicitor or advice agency, you must do so immediately.

## CHARGES

You are charged with the following offences(s)

<Annual Accounts> <period ending 31/07/15>  
<Confirmation Statement> <date 14/08/15>  
<Annual Accounts> <period ending 31/07/16>  
<Confirmation Statement> <date 14/08/16>  
<Annual Accounts> <period ending 31/07/17>  
<Confirmation Statement> <date 14/08/17>

Charge authorised by: The Secretary of State for Business Energy and Industrial Strategy

Charge date: <20/07/2018>

## **General Notes**

Please read this notice and everything sent with this charge carefully before you fill in any of the forms.

The charge lists the offences which the Prosecutor says you have committed. The evidence for this is in the enclosed witness statements.

## **Prosecution Costs**

Court proceedings can result in fines, court costs, a victim surcharge, and possible disqualification from being a director of a company.

If you plead guilty or are found guilty, the prosecutor will normally ask the court to order you to pay the prosecutor's costs for bringing the case. If you are found guilty after a trial, the amount will vary according to the time it has taken, both in preparation and hearing. If you plead guilty the cost that Companies House will claim is £75.

## **Your plea options**

### **1. Plead guilty under the 'Single Justice Procedure':**

- You do not come to court
- You'll be sent details of any sentence and fine
- You will be told if the magistrate decides that you need to come to court
- You must complete and send the enclosed Statement of Means form

### **2. Plead guilty in court**

- You will be sent a summons giving you a date and time to attend court
- The hearing is likely to go ahead if you do not attend

### **3. Plead not guilty**

- You will be sent a summons giving you a date and time to attend your trial
- The trial is likely to go ahead if you do not attend
- If you plead not guilty, you must fill in a 'Not guilty: information for the courts' form from this pack

When the court has received your plea(s), the magistrate makes a decision by considering:

- The charges and the witness statements (copies included in this pack)
- Anything you write in mitigation
- Your financial circumstances
- Any relevant previous convictions served with these papers

Return your 'Plea' forms and Statement of Means form to:

**Cardiff Magistrates' Court**  
**Fitzalan Road**  
**Cardiff**  
**CF24 0RZ**

For any enquiries regarding the outstanding company documents, please contact Companies House on 0303 1234 500.

## YOUR PLEA

<David Adams> <3 Rossington Street> <Clapton> <London> <E5 1HR> <England>	<b>Company Name:</b> <Adams Family Funerals> <b>Company number:</b> <0985475> <b>Unique Reference Number (URN):</b> <CR12345678DA> <b>Defendant Date of Birth:</b> <25/12/1966>
--	--

Please complete the boxes below if your details are different from those shown above

Name:	
Address:	
Date of Birth:	

### Contact details

Tel number:	E-mail address:
-------------	-----------------

Enter your plea for each of the charges below (enter a tick (✓) in the relevant column)

If you plead **guilty (B)** or **not guilty (C)**, you will be sent a summons to attend a hearing/trial in court.

Offences(s) charged	A	B	C
	<b>Guilty</b> I do not want to come to court	<b>Guilty</b> I want to come to court	<b>Not Guilty</b> Send me the date of my trial
<Annual Accounts> <period ending 31/07/15>			
<Annual Return> <date 14/08/15>			
<Annual Accounts> <period ending 31/07/16>			
<Confirmation Statement> <date 14/08/16>			
<Annual Accounts> <period ending 31/07/17>			
<Confirmation Statement> <date 14/08/17>			

<b>Language Preference</b> If there is a hearing, which language do you wish to speak? (tick (✓) the relevant box) English <input type="checkbox"/> Welsh <input type="checkbox"/> Other (specify) _____	
Please state in which language you wish to receive any further documentation English <input type="checkbox"/> Welsh <input type="checkbox"/>	
Sign:	Date:



**Mitigation:** What you want the Magistrates to consider when making a decision about your guilty plea(s)

[illegible]

The prosecution will rely on the witness statement(s) sent to you with this notice. It will be tendered in evidence before the Magistrates' unless you want the witness to give oral evidence. If you want the witness to give oral evidence you should indicate below.

I **do not want** the Prosecution witness to attend court to give oral evidence ☐

I **want** the Prosecution witness to attend court to give oral evidence ☐

### Certificate of Service by Post

Signed \_\_\_\_\_ Date \_\_\_\_\_

5

**Unique Reference Number (URN):** <CR12345678DA>

**It is an offence to give false or misleading information. You may be fined up to £2,500 or sent to prison for 3 months or both.**

For income and outgoings, please state whether figures are:

**Weekly** ☐ **Fortnightly** ☐ **Monthly** ☐

## First name(s)

\_\_\_\_\_

Family name

\_\_\_\_\_

Address

Postcode

Home telephone number

--

Mobile telephone number

--

Date of Birth

\_\_\_\_\_

National Insurance number

\_\_\_\_\_

Vehicle Registration number

\_\_\_\_\_

Are you the registered owner of the vehicle?

Yes ☐ No ☐

**If you are working, are you:**

Employed ☐ Self Employed ☐

Employer's name

\_\_\_\_\_

Employer's Address

Postcode

Employer's telephone number

--

### Occupation

\_\_\_\_\_

Net (take home) pay

f	
---	--

Any other income

f	
---	--

Total income

f
---

**If you are unemployed, state since when**

--

Are you in receipt of benefits?

Yes ☐ No ☐

If yes, state which benefits (and provide copy)

\_\_\_\_\_

### 3 Outgoings

Rent, mortgage or lodgings

£

Council tax

£

Insurance (home, life etc)

£

Child Maintenance

£

Travel Expenses (fuel, car, bus etc)

£

Utility Bills

£

Telephone (inc mobile)

£

Television (licence, satellite etc)

£

County Court Orders

£

Loan Repayments

£

Drinking

£

Smoking

£

Other (specify opposite)

£

Total Outgoings

£

### 4 Other Information

Total savings

£

Partner's Income including Benefits

£

Number of dependent children

Please add any other information you think the court should know about here:

Signed:

Date:

The information you give may be used by the Magistrates' Court, or other authorised organisations acting under the court's instructions, to enforce collection of any court-ordered penalty imposed against you in the event of non-payment.

**STATEMENT OF WITNESS****Criminal Justice Act 1967, s9; Magistrates' Court Act 1980, ss.5A(3)(a) and 5B; Criminal Procedure Rules, r27.1(1)**

URN:	<CR12345678DA>		
Statement of:	<Karen Keelan>		
Age of Witness:	Over 18	Occupation:	Civil Servant

This statement consisting of <4> page(s) signed by me is true to the best of my knowledge and belief and I make it knowing that if it is tendered in evidence I shall be liable to prosecution if I have wilfully stated in it anything I know to be false or do not believe to be true.

Electronic Signature:	#ELECTRONIC SIGNATURE	Date:	<20/07/2018>
-----------------------	-----------------------	-------	--------------

I am employed in the office of the Registrar of Companies at Companies House, Crown Way, CARDIFF. In accordance with section 1080 of the Companies Act 2006 the Registrar has custody of statutory records relating to companies registered in England and Wales.

The information contained within this statement has been obtained from records compiled by officers/employees of Companies House, in the course of their duties, from information supplied by persons who had or may reasonably be supposed to have personal knowledge of the matters dealt with in the information supplied. As part of my duties, I have access to those records.

I have examined the computer records kept by the Registrar relating to <Adams Family Funerals>.

According to those records the company was incorporated on <10/05/2012> and, as at <20/07/2018>:-

- 1) the company had always been a <private> limited company;
- 2) <David Adams> had been a director of the company since <10/05/2012>

The defendant has failed to properly deliver to the Registrar the <Annual Accounts> of the company for the period/financial year(s) ending <31/07/15, 31/07/16, 31/07/17> and the <Confirmation Statement> of the company for the period/financial year(s) ending <14/08/15, 14/08/16, 14/08/17>

A summary of the company report stored on the Companies House computer system, Exhibit A, accompanies this statement and contains a summary of the company's details and relevant documents submitted by the company since 10/05/2012. A guide to the terms used to identify a document type is attached as Exhibit B.



## EXHIBIT A

<Companies House logo>  
The Company Report for:  
<Adams Family Funerals>  
<0985475>  
Created: <20/07/2018>  
By: <Karen Keelan>

---

### Company Register Information

---

Company Number: <0985475>  
Company Name: <Adams Family Funerals>  
Registered Office: <3 Rossington Street>  
<Clapton>  
<London>  
<E5 1HR>  
<England>  
Company Type: <Private Limited Company>  
Country of Origin: <United Kingdom>  
Status: Trading

---

### Key Filing Dates

---

Accounting Reference Date: xx/xx  
Last Accounts Made Up To: xx/xx/xxxx  
Next Accounts Due: xx/xx/xxxx  
Last Confirmation Statement Date: xx/xx/xxxx  
Next Confirmation Statement Date: xx/xx/xxxx

---

## Defendant Appointment Details

---

Director: <David Adams>  
Appointed: <10/05/2014>  
Date of Birth: <25/12/1966>  
Address: <3 Rossington Street>  
<Clapton>  
< London>  
<E5 1HR>  
<England>

---

## Statutory Document Filing History

---

DATE	FORM	DESCRIPTION
<01/05/2015>	<AA>	<FULL ACCOUNTS MADE UP TO 31/07/14>
<16/08/2015>	<AR01>	<14/08/13 FULL LIST>
<05/05/2014>	<AA>	<FULL ACCOUNTS MADE UP TO 31/07/13>
<16/08/2014>	<AR01>	<14/08/13 FULL LIST>
<16/08/2013>	<AR01>	<14/08/13 FULL LIST>
<07/05/2013>	<AA>	<FULL ACCOUNTS MADE UP TO 31/07/12>
<date>	<form type>	<description of filing>
<date>	<form type>	<description of filing>
<date>	<form type>	<description of filing>
<date>	<form type>	<description of filing>

### EXHIBIT B

Exhibit A consists of information stored on the Companies House computer system. This is a guide to the information featured in the **Statutory Document Filing History**.

Abbreviations used in 'Form' column

AA: Annual Accounts

AR01: An Annual Return, submitted on a Form AR01, which is a blank form where the company or its representative enters the relevant details which is required by 2006 Companies Act.

CS01: A Confirmation Statement, submitted on a Form CS01m, which must be delivered at least once a year. The statement confirms all information required to be delivered by the company for a given confirmation period under Section 853A (2) of the Companies Act 2006, has either been delivered, or is being delivered with the confirmation statement.

Description: A fuller description of the document submitted.