



Companies House

Companies House  
Crown Way  
Cardiff, CF14 3UZ

T 02920 380 369  
E [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)  
Twitter @CompaniesHouse

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

MATHEW BLAKEMOOR  
Unit 5, Western Industrial Estate  
Western Road  
Cardiff  
Cardiff County  
CF11 8TJ

19 January 2019

## Ultimatum

Your company has received this penalty as the accounts were filed late. The company must pay £150 within 7 day.

Your accounts with a made up date of 30 April 2015 were filed late.  
They were due to be filed with us on or before 1 January 2016.  
The accounts were received on 15 January 2016.  
**The penalty amount you need to pay is £150.**

If the payment is not made we may take further action to recover the money.

Tell us immediately if the company is no longer trading and you wish to have it removed from the register.

Yours sincerely,

**Companies House**

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



File online

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

Company number  
**06939861**

Reference number  
**PEN1A/12345671**

## Pay your penalty

Pay online. You'll need the company number and invoice number, and your debit or credit card.

Other payment options are shown on the back of this invoice.

## Appeal your penalty

You may appeal, but you'll need to show that the reasons for filing late were exceptional.

See the attached leaflet or our website for more information.

## How to pay your late filing penalty



### ► Online

Use our online payment service:

**[www.gov.uk/companieshouse](https://www.gov.uk/companieshouse)**

You'll need the company number and invoice number shown on the front of this letter, and your debit or credit card.

### ► Telephone

Telephone 0303 1234 500 quoting your company number. You can pay by debit or credit card.

### ► Cheque

Send your cheque (made payable to Companies House), writing your company number on the back to:

**England, Wales and Northern Ireland:**

Companies House, PO Box 710, Crown Way, CF14 3UZ

**Scotland:**

Companies House, Fourth Floor, Edinburgh Quay 2,  
139 Fountainbridge, Edinburgh, EH3 9FF

### ► BACS

Quote your company number followed by the full company name in your transaction reference so we can allocate your payment properly.

BACS details:

Account name: Late Filing Penalties Receipts

Account number: 41005309

National Westminster Bank,  
Roath, Cardiff

Sort code: 52 21 07

Swift code: NW BK GB 2122X

IBAN: GB34NWBK52210741005309

Email us confirmation of your BACS payment to:

[LFPFinance@companieshouse.gov.uk](mailto:LFPFinance@companieshouse.gov.uk)

Give details of the amount paid, company number and company name.

Without this information a delay may occur in allocating your payment to the correct account.

## Installments

You can pay by installments on request. Write to us explaining why you can't pay the penalty straight away.

## Penalty amount

The level of the penalty depends on how late the accounts reach Companies House.

Length of delay (from the date the accounts are due)	Private company & LLP	Public company & SE
Not more than 1 month	£150	£750
More than 1 month but not more than 3 months	£375	£1,500
More than 3 months but not more than 6 months	£750	£3,000
More than 6 months	£1,500	£7,500

The penalty amount shown in the table is doubled if the previous years accounts were also late.

## If you don't pay

If you don't pay the penalty we'll ask our debt recovery agent (akinika Debt Recovery Limited) to take action. The matter will be decided in the County Court or Sheriff Court where you'll have the opportunity to file a defence.

You may wish to consider professional advice, because we may seek to recover legal costs if the court finds in favour of the Registrar.