



Companies House

Coles Balloons & Party Ltd  
27 Old Gloucester Street  
London  
WC1N 3AX



00872  
0066831370



9 November 2020

Reference  
**SPR-B**

Company number  
**12576630**

## We're stopping paper reminders

### Reinvesting in our products and services

You'll no longer receive paper reminder letters from us.

Our reminder letters cost £1.2 million to print last year. We can now reinvest this saving into our products and services, to make us more efficient and improve our customer experience.

### If you still want reminders

Sign up to our email reminder service and we'll tell you when your confirmation statement or accounts are due: [ewf.companieshouse.gov.uk](http://ewf.companieshouse.gov.uk)

### Advantages of email reminders

The service is free and you can:

- choose up to 4 people to receive a reminder (including an agent)
- file your document immediately from a link within the email

### Directors' responsibilities

It's the directors' responsibility to file a company's information on time.

**! As a director you could get a criminal record, a fine and disqualification if you do not deliver your accounts and confirmation statement on time.**

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

Yours faithfully,

*John-Mark Frost*

**John-Mark Frost**

Director of Operations



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

For more information on what we're doing, go to our website.

To check when your confirmation statement and accounts are due, go to: [gov.uk/get-information-about-a-company](http://gov.uk/get-information-about-a-company)

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Companies House is an executive agency of the Department for Business, Energy & Industrial Strategy.

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**INVESTORS IN PEOPLE**  
We invest in people Platinum