

**Phoenix Enterprise Centre Community Interest Company**  
**Company Limited by Guarantee**

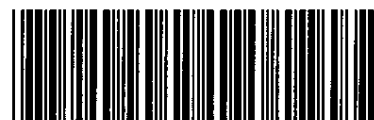
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**Financial Statements**  
**31 March 2017**

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Company Registration Number 01897176

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COMPANIES HOUSE

# **Phoenix Enterprise Centre Community Interest Company**

## **Company Limited by Guarantee**

### **Officers and Professional Advisers**

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<b>The board of directors</b>	Mr. R. J. Metcalfe Mr. D. K. Banks Mr. D. A. Halliday Mr. V. Hughes Mr F. I. Morgan Mr. B. Hellier Mr A. E. Sheil
<b>Company secretary</b>	Mr. M. P. Nixon
<b>Registered office</b>	Phoenix House Jacktrees Road The Square Cleator Moor Cumbria CA25 5BD
<b>Auditor</b>	Saint & Co Chartered accountant & statutory auditor 12/13 Church Street Whitehaven Cumbria CA28 7AY
<b>Bankers</b>	National Westminster Bank plc 71 Lowther Street Whitehaven Cumbria CA28 7AG

# Phoenix Enterprise Centre Community Interest Company

## Company Limited by Guarantee

### Directors' Report

Year ended 31 March 2017

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The directors present their report and the financial statements of the company for the year ended 31 March 2017.

#### Principal activities

The principal activities of the company during the year and benefit to the community were the provision of low cost managed workspace, employment advice for the unemployed, and regeneration activities.

#### Directors

The directors who served the company during the year were as follows:

Mr. R. J. Metcalfe

Mr. D. K. Banks

Mr. D. A. Halliday

Mr. V. Hughes

Mr. B. Hellier

Mr A. E. Sheil

Mr F. I. Morgan (Appointed 5 August 2016)

Councillor T. J. Knowles (Retired 5 August 2016)

#### Directors' responsibilities statement

The directors are responsible for preparing the directors' report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and the profit or loss of the company for that period.

In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and accounting estimates that are reasonable and prudent;
- *prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.*

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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# Phoenix Enterprise Centre Community Interest Company

## Company Limited by Guarantee

### Directors' Report *(continued)*

Year ended 31 March 2017

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#### Auditor

Each of the persons who is a director at the date of approval of this report confirms that:

- so far as they are aware, there is no relevant audit information of which the company's auditor is unaware; and
- they have taken all steps that they ought to have taken as a director to make themselves aware of any relevant audit information and to establish that the company's auditor is aware of that information.

The auditor is deemed to have been re-appointed in accordance with section 487 of the Companies Act 2006.

#### Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

This report was approved by the board of directors on .....4/8/2017..... and signed on behalf of the board by:



Mr. M. P. Nixon  
Company Secretary

Registered office:  
Phoenix House  
Jacktrees Road  
The Square  
Cleator Moor  
Cumbria  
CA25 5BD

# **Phoenix Enterprise Centre Community Interest Company**

## **Company Limited by Guarantee**

### **Independent Auditor's Report to the Members of Phoenix Enterprise Centre Community Interest Company**

**Year ended 31 March 2017**

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We have audited the financial statements of Phoenix Enterprise Centre Community Interest Company for the year ended 31 March 2017, on pages 6 to 14. The financial reporting framework that has been applied in their preparation is applicable law and the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

This report is made solely to the company's members, as a body, in accordance with chapter 3 of part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members *those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.*

#### **Respective responsibilities of directors and auditor**

As explained more fully in the directors' responsibilities statement, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

#### **Scope of the audit of the financial statements**

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at [www.frc.org.uk/auditscopeukprivate](http://www.frc.org.uk/auditscopeukprivate).

#### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 March 2017 and of its profit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### **Opinion on other matter prescribed by the Companies Act 2006**

- the information given in the directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

# Phoenix Enterprise Centre Community Interest Company

## Company Limited by Guarantee

### Independent Auditor's Report to the Members of Phoenix Enterprise Centre Community Interest Company *(continued)*

Year ended 31 March 2017

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#### Matters on which we are required to report by exception

In light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report. We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and the returns; or
- certain disclosures of directors remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; and
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the directors reports and take advantage of the small companies exemption from the requirement to prepare a strategic report.



Ian Scott (Senior Statutory Auditor)

For and on behalf of  
Saint & Co  
Chartered accountant & statutory auditor

12/13 Church Street  
Whitehaven  
Cumbria  
CA28 7AY

10<sup>th</sup> April 2017

# Phoenix Enterprise Centre Community Interest Company

## Company Limited by Guarantee

### Statement of Income and Retained Earnings

Year ended 31 March 2017

	Note	2017 £	2016 £
Turnover		491,212	540,983
Gross profit		491,212	540,983
Administrative expenses		455,015	550,157
Other operating income		7,435	7,435
Operating profit/(loss)		43,632	(1,739)
Other interest receivable and similar income		208	361
Interest payable and similar expenses		14,278	14,728
Profit/(loss) before taxation		29,562	(16,106)
Tax on profit/(loss)		4,612	(2,011)
Profit/(loss) for the financial year and total comprehensive income		24,950	(14,095)
Retained earnings at the start of the year		6,356	20,451
Retained earnings at the end of the year		31,306	6,356

All the activities of the company are from continuing operations.

The notes on pages 8 to 14 form part of these financial statements.

# Phoenix Enterprise Centre Community Interest Company

Company Limited by Guarantee

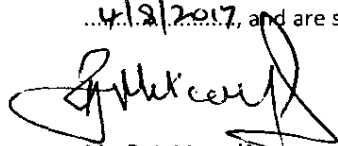
## Statement of Financial Position

31 March 2017

	Note	2017 £	2016 £
<b>Fixed assets</b>			
Tangible assets	7	361,820	376,619
<b>Current assets</b>			
Debtors	8	111,744	62,319
Cash at bank and in hand		38,112	67,777
		<u>149,856</u>	<u>130,096</u>
Creditors: amounts falling due within one year	9	(124,761)	(128,320)
<b>Net current assets</b>		<u>25,095</u>	<u>1,776</u>
<b>Total assets less current liabilities</b>		<u>386,915</u>	<u>378,395</u>
Creditors: amounts falling due after more than one year	10	(228,635)	(236,158)
<b>Provisions</b>			
Taxation including deferred tax		(12,514)	(13,986)
Capital grants	11	(114,460)	(121,895)
		<u>(126,974)</u>	<u>(135,881)</u>
<b>Net assets</b>		<u><u>31,306</u></u>	<u><u>6,356</u></u>
<b>Capital and reserves</b>			
Profit and loss account		31,306	6,356
<b>Members funds</b>		<u><u>31,306</u></u>	<u><u>6,356</u></u>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

These financial statements were approved by the board of directors and authorised for issue on 4/2/2017, and are signed on behalf of the board by:



Mr. R. J. Metcalfe  
Chairman

Company registration number: 01897176

The notes on pages 8 to 14 form part of these financial statements.



# Phoenix Enterprise Centre Community Interest Company

## Company Limited by Guarantee

### Notes to the Financial Statements

Year ended 31 March 2017

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**1. General information**

The company is a private company limited by guarantee, registered in England and Wales. The address of the registered office is Phoenix House, Jacktrees Road, The Square, Cleator Moor, Cumbria, CA25 5BD.

**2. Statement of compliance**

These financial statements have been prepared in compliance with the provisions of FRS 102 Section 1A, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland'.

**3. Accounting policies**

***Basis of preparation***

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through profit or loss.

The financial statements are prepared in sterling, which is the functional currency of the entity.

**Transition to FRS 102**

The entity transitioned from previous UK GAAP to FRS 102 as at 1 April 2015. Details of how FRS 102 has affected the reported financial position and financial performance is given in note 14.

**Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

**Significant judgements**

The directors consider there were no significant judgements in preparing the financial statements.

**Key sources of estimation uncertainty**

Accounting estimates and assumptions are made concerning the future and, by their nature, will rarely equal the related actual outcome. The directors consider there are no key sources of estimation uncertainty.

**Revenue recognition**

Turnover is measured at the fair value of the consideration received or receivable for goods supplied and services rendered, net of discounts and Value Added Tax.

Revenue from the sale of goods is recognised when the significant risks and rewards of ownership have transferred to the buyer (usually on despatch of the goods); the amount of revenue can be measured reliably; it is probable that the associated economic benefits will flow to the entity; and the costs incurred or to be incurred in respect of the transactions can be measured reliably.

# Phoenix Enterprise Centre Community Interest Company

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2017

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#### 3. Accounting policies *(continued)*

##### **Taxation**

The taxation expense represents the aggregate amount of current and deferred tax recognised in the reporting period. Tax is recognised in profit or loss, except to the extent that it relates to items recognised in other comprehensive income or directly in equity. In this case, tax is recognised in other comprehensive income or directly in equity, respectively.

Current tax is recognised on taxable profit for the current and past periods. Current tax is measured at the amounts of tax expected to pay or recover using the tax rates and laws that have been enacted or substantively enacted at the reporting date.

Deferred tax is recognised in respect of all timing differences at the reporting date. Unrelieved tax losses and other deferred tax assets are recognised to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits. Deferred tax is measured using the tax rates and laws that have been enacted or substantively enacted by the reporting date that are expected to apply to the reversal of the timing difference.

##### **Tangible assets**

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other comprehensive income and accumulated in equity, except to the extent it reverses a revaluation decrease of the same asset previously recognised in profit or loss. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other comprehensive income to the extent of any previously recognised revaluation increase accumulated in equity in respect of that asset. Where a revaluation decrease exceeds the accumulated revaluation gains accumulated in equity in respect of that asset, the excess shall be recognised in profit or loss.

##### **Depreciation**

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Freehold Property	- 2% straight line
Property Improvements	- 4% straight line
Fixtures & Fittings	- 25% reducing balance
Equipment	- 25% reducing balance

##### **Impairment of fixed assets**

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

# Phoenix Enterprise Centre Community Interest Company

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2017

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#### 3. Accounting policies *(continued)*

##### **Impairment of fixed assets *(continued)***

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the company are assigned to those units.

##### **Government grants**

Government grants are recognised at the fair value of the asset received or receivable. Grants are not recognised until there is reasonable assurance that the company will comply with the conditions attaching to them and the grants will be received.

Government grants are recognised using the accrual model and the performance model.

Under the accrual model, government grants relating to revenue are recognised on a systematic basis over the periods in which the company recognises the related costs for which the grant is intended to compensate. Grants that are receivable as compensation for expenses or losses already incurred or for the purpose of giving immediate financial support to the entity with no future related costs are recognised in income in the period in which it becomes receivable.

Grants relating to assets are recognised in income on a systematic basis over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income and not deducted from the carrying amount of the asset.

Under the performance model, where the grant does not impose specified future performance-related conditions on the recipient, it is recognised in income when the grant proceeds are received or receivable. Where the grant does impose specified future performance-related conditions on the recipient, it is recognised in income only when the performance-related conditions have been met. Where grants received are prior to satisfying the revenue recognition criteria, they are recognised as a liability.

##### **Provisions**

Provisions are recognised when the entity has an obligation at the reporting date as a result of a past event, it is probable that the entity will be required to transfer economic benefits in settlement and the amount of the obligation can be estimated reliably. Provisions are recognised as a liability in the statement of financial position and the amount of the provision as an expense.

Provisions are initially measured at the best estimate of the amount required to settle the obligation at the reporting date and subsequently reviewed at each reporting date and adjusted to reflect the current best estimate of the amount that would be required to settle the obligation. Any adjustments to the amounts previously recognised are recognised in profit or loss unless the provision was originally recognised as part of the cost of an asset. When a provision is measured at the present value of the amount expected to be required to settle the obligation, the unwinding of the discount is recognised as a finance cost in profit or loss in the period it arises.

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# Phoenix Enterprise Centre Community Interest Company

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2017

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#### 3. Accounting policies *(continued)*

##### Financial instruments

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as either financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

##### Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as a finance cost in profit or loss in the period in which it arises.

#### 4. Company limited by guarantee

Under the Company's Memorandum the maximum amount to be contributed by a member of the Company in the event of a winding up is £1. Each of the members has deposited this sum with the Company.

#### 5. Auditor's remuneration

	2017	2016
	£	£
Fees payable for the audit of the financial statements	<u>3,981</u>	<u>3,536</u>

#### 6. Employee numbers

The average number of persons employed by the company during the year amounted to 17 (2016: 19).

# Phoenix Enterprise Centre Community Interest Company

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2017

#### 7. Tangible assets

	Land and buildings £	Fixtures and fittings £	Equipment £	Total £
<b>Cost</b>				
<b>At 1 April 2016 and 31 March 2017</b>	<u>397,156</u>	<u>25,698</u>	<u>53,722</u>	<u>476,576</u>
<b>Depreciation</b>				
At 1 April 2016	47,658	18,915	33,384	99,957
Charge for the year	8,020	1,695	5,084	14,799
<b>At 31 March 2017</b>	<u>55,678</u>	<u>20,610</u>	<u>38,468</u>	<u>114,756</u>
<b>Carrying amount</b>				
<b>At 31 March 2017</b>	<u>341,478</u>	<u>5,088</u>	<u>15,254</u>	<u>361,820</u>
At 31 March 2016	<u>349,498</u>	<u>6,783</u>	<u>20,338</u>	<u>376,619</u>

#### 8. Debtors

	2017 £	2016 £
Trade debtors	106,255	55,859
Other debtors	5,489	6,460
	<u>111,744</u>	<u>62,319</u>

#### 9. Creditors: amounts falling due within one year

	2017 £	2016 £
Trade creditors	47,087	42,728
Corporation tax	6,084	—
Social security and other taxes	4,069	4,369
Other creditors	67,521	81,223
	<u>124,761</u>	<u>128,320</u>

#### 10. Creditors: amounts falling due after more than one year

	2017 £	2016 £
Other creditors	<u>228,635</u>	<u>236,158</u>

There is a first legal charge over St Kevin's Hall, Cleator Moor.

Included within creditors: amounts falling due after more than one year is an amount of £195,369 (2016: £204,775) in respect of liabilities payable or repayable by instalments which fall due for payment after more than five years from the reporting date.

# Phoenix Enterprise Centre Community Interest Company

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2017

#### 11. Capital grants

	2017 £	2016 £
<b>Received and receivable:</b>		
At 1 April 2016	151,264	151,264
At 31 March 2017	151,264	151,264
<b>Amortisation:</b>		
At 1 April 2016	29,369	21,935
Credit to profit and loss account	7,435	7,434
At 31 March 2017	36,804	29,369
Net balance at 31 March 2017	114,460	121,895

#### 12. Operating leases

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2017 £	2016 £
Not later than 1 year	22,590	22,920
Later than 5 years	5,158	27,748
	17,432	50,668

#### 13. Directors' advances, credits and guarantees

The directors were not advanced any amounts during the period.

#### 14. Related party transactions

In 2014 a loan of £5,000 was made to Haig Colliery Mining museum, but they have entered liquidation so the remaining balance of £3,600 has been included as a bad debt (2016: £3,600 receivable). Mr R. J. Metcalfe is a former director of the museum and the loan was made on an arm's length basis.

Mr B Hellier is a director of Whitehaven harbour Youth Project. Phoenix Enterprise Centre paid them £10,600 during the year for rent and room hire (2016: 9,700).

D Halliday is a trustee of Age UK West Cumbria. Phoenix Enterprise Centre paid them £3,965 during the year for room hire. Age UK West Cumbria paid £300 for hire of rooms at Phoenix Enterprise Centre during the year.

D Banks is a councillor for Copeland Borough Council. Phoenix Enterprise Centre received grants of £39,852 during the year.

All transactions were on an arms length basis.

# **Phoenix Enterprise Centre Community Interest Company**

**Company Limited by Guarantee**

**Notes to the Financial Statements *(continued)***

**Year ended 31 March 2017**

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**15. Transition to FRS 102**

These are the first financial statements that comply with FRS 102. The company transitioned to FRS 102 on 1 April 2015.

No transitional adjustments were required in equity or profit or loss for the year.

10/24/15  
**CIC 34**

# Community Interest Company Report

For official use  
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complete in  
typescript, or  
in bold black  
capitals.*

**Company Name in  
full**

Phoenix Enterprise Centre  
Community Interest Company

**Company Number**

1897176

**Year Ending**

31<sup>st</sup> March 2017

This template illustrates what the Regulator of Community Interest Companies considers to be best practice for completing a simplified community interest company report. All such reports must be delivered in accordance with section 34 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 and contain the information required by Part 7 of the Community Interest Company Regulations 2005. For further guidance see chapter 8 of the Regulator's guidance notes and the alternate example provided for a more complex company with more detailed notes.

## **PART 1 - GENERAL DESCRIPTION OF THE COMPANY'S ACTIVITIES AND IMPACT**

In the space provided below, please insert a general account of the company's activities in the financial year to which the report relates, including a fair and accurate description of how they have benefited the community, or section of the community, which the company is intended to serve.

Please see the Directors Report in the attached accounts

(If applicable, please just state "A social audit report covering these points is attached").

(Please continue on separate continuation sheet if necessary.)



**PART 2 – CONSULTATION WITH STAKEHOLDERS** – Please indicate who the company's stakeholders are; how the stakeholders have been consulted and what action, if any, has the company taken in response to feedback from its consultations? If there has been no consultation, this should be made clear.

The companies stakeholders are:-

The Board of Directors - who meet every three months.

The Staff, who receive regular staff reviews.

Our consortium partners (Copeland Borough Council, Regen North East Copeland, Home Group, Jobcentre+, Copeland Community Fund).

These are all like-minded organisations that we work with to deliver services over a wider geographical area. This can attract more funding for our customers.

Our local authority Copeland Borough Council is represented on the Board of Directors.

We liaise with our funders on a regular basis and supply information and updates to them as and when required.

*(If applicable, please just state "A social audit report covering these points is attached").*

**PART 3 – DIRECTORS' REMUNERATION** – if you have provided full details in your accounts you need not reproduce it here. Please clearly identify the information within the accounts and confirm that, "There were no other transactions or arrangements in connection with the remuneration of directors, or compensation for director's loss of office, which require to be disclosed" (See example with full notes). If no remuneration was received you must state that "no remuneration was received" below.

The Directors received no remuneration during the period.

**PART 4 – TRANSFERS OF ASSETS OTHER THAN FOR FULL CONSIDERATION** – Please insert full details of any transfers of assets other than for full consideration e.g. Donations to outside bodies. If this does not apply you must state that "no transfer of assets other than for full consideration has been made" below.

No outward transfer of assets has been made during the period.


*(Please continue on separate continuation sheet if necessary.)*

**(N.B. Please enclose a cheque for £15 payable to Companies House)**

## PART 5 – SIGNATORY

**The original report must be signed by a director or secretary of the company**

Signed



Date

25.10.2017

Office held (tick as appropriate) ☐ Director ☒ Secretary

You do not have to give any contact information in the box opposite but if you do, it will help the Registrar of Companies to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Michael Paul Nixon	
Company Secretary	
Phoenix House, Jacktrees Road, Cleator Moor, Cumbria	
CA25 5DB	Telephone 01946 813555
DX Number	DX Exchange

**When you have completed and signed the form, please send it to the Registrar of Companies at:**

*For companies registered in England and Wales:* Companies House, Crown Way, Cardiff, CF14 3UZ  
DX 33050 Cardiff

*For companies registered in Scotland:* Companies House, 4<sup>th</sup> Floor, Edinburgh Quay 2, 139  
Fountainbridge, Edinburgh, EH3 9FF DX 235 Edinburgh or LP – 4 Edinburgh 2

*For companies registered in Northern Ireland:* Companies House, 2nd Floor, The Linenhall, 32-38  
Linenhall Street, Belfast, BT2 8BG