

## **USE THIS FORM FOR FINANCIAL YEARS ENDING ON OR AFTER 26 JULY 2000.**



CHFP	<sup>2000</sup> C	company Number	3049737							
	Comp	oany Name in full	MELSPEC LIMITED							
	Bal	ance Sheet as at	30TH APRIL 2004							
					Current Year		Previo	us Year		
					2004		200	)3		
	Called up Si	nare Capital not paid		£						
Cash at Bank and in Hand  NET ASSETS				£	2			2		
					<b>£</b> 2	] '	£	2		
	Authorised s	hare capital:								
	100	ordinary shares of	£ 1	each						
	Issued share	e capital:								
	2	ordinary shares of	£ 1	each	2			2		
	SHAREHOL	.DERS' FUNDS			<b>£</b> 2	]	£	2		
Notes 1. Du	ring the year the	e company allotted NIL	ordinary sh	ares with	an aggregate nomi	inal value of £	NIL	, the		
		e company acted as an a		 son - <b>if th</b>	is applies please	tick the box				
	For the year of section 249A/Members have Companies Ao The directors i. ensur ii. preparthe firectors	ended 30TH APRIL A(1) of the Companies A we not required the co ct 1985. acknowledge their responding the company ke tring accounts which give inancial year, and of its p on 226, and which otherway as applicable to the cor	ct 1985. mpany to obt onsibiliity for: eeps accoun e a true and fa orofit and loss fise comply with	ain an a ting reco ir view of t for the fina	ords which com the state of affairs ancial year, in acco	e with section ply with section of the compared ance with the	n 249B(2 ection 2 ny as at t ne require	2) of the 21, and he end of ements of		
on		approved by the Board of IEMBER 2004 ehalf by:	of Directors		and, if availab the person Co	Please give the name, address, telephone number and, if available, a DX number and Exchange of the person Companies House should contact if there is any query.				
Direct	_	•		>	Contact deta	ils:				



GUIDANCE TO PREPARING DORMANT COMPANY ACCOUNTS WHERE THE COMPANY'S ONLY TRANSACTION IS THE ISSUE OF SUBSCRIBER SHARES, AND THE COMPANY IS NOT A SUBSIDIARY: FOR FINANCIAL YEARS ENDING ON OR AFTER 26 JULY 2000.

- a. The attached template for dormant company accounts is only suitable for those companies which have never traded and where the only transaction entered into the accounting records of the company is the issue of subscriber shares.
- **b.** Shares may be fully paid, partly paid or unpaid: any paid element should be shown as "Cash at Bank and in hand", any unpaid element shown as "Called up share capital not paid".
- c. The first year's accounts should include note 1 (required by paragraph 39 of Schedule 4 to the Companies Act 1985), thereafter this note should be deleted.
- d. Dormant companies acting as an agent for any person must state that they have so acted in the notes to the accounts.
- **e.** A fee or penalty raised on the company for the payment of an annual return (form 363) fee, change of name fee, re-registration fee, or late filing penalty may be omitted from the company records and this DCA form if the payment was made by a third party without any right of reimbursement.
- f. The company directors are responsible for preparing and filing accounts at Companies House that comply with the requirements of the Companies Act and failure to do so may result in prosecution. Should you have any doubt about the company's entitlement to file domant accounts, or the preparation of those accounts, you should seek professional advice.
- **g.** This guidance only advises on the preparation of abbreviated dormant accounts which can be filed at Companies House. It does not advise on the preparation of full accounts for the members.

<b>@</b>	USE THIS FORM FOR FINANCIAL YEARS ENDING ON OR AFTER 26 JULY 2000.			
Companies House				DUA
for the record				
Company Number	00123456			
Company Name in full	A Company Lim	nited		
Balance Sheet as at	30 April 2000			
			Current Year	Previous Yea
			2000	
Called up Share Capital not pai	d *	£		
Cash at Bank and in Hand	*	£	100	
NET ASSETS			£ 100	£
Authorised share capital:				
1000 ordinary shares of	£ 1.00 ea	.ch		
Issued share capital:				
100 ordinary shares of	£ 1.00 ea	ich	100	
SHAREHOLDERS' FUNDS			£ 100	£
Notes:  1. During the year the company allotted 1.9 consideration received by the company w  2. During the year the company acted as an Statements:  (a) For the year ended 30 April 2 section 249AA(1) of the Companies.	ras £1.00	· If th	is applies please tid	
(b) Members have not required the companies Act 1985. (c) The directors acknowledge their responsible in company in the company in the financial year, and of its section 226, and which other so far as applicable to the co	company to obtain a consibility for: keeps accounting we a true and fair vie profit and loss for the wise comply with the	reco	ords which complithe state of affairs of ancial year, in accord	y with section 221, and the company as at the end of ance with the requirements of
These accounts were approved by the Board on 30 July 2000 and signed on their behalf by:			and, if available,	
A. Due				
A. Director			☎	

## An example:

On 1 April 1999 "A Company" Limited was incorporated with authorised share capital of 1,000 ordinary shares of which 100 shares were issued to its sole director. The director paid cash for the shares. The first year accounts are made up to 30 April 2000.

## Note:

The total of Net Assets should equal the total of Shareholders' Funds.

## Please Note:

This form is only suitable for dormant companies where the company's only transaction is one mentioned in 'a' above and the company is not a subsidiary.

\* See note b. above

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

Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff

for companies registered in England and Wales

or Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB DX 235 Edinburgh

for companies registered in Scotland