

**USE THIS FORM FOR FINANCIAL YEARS ENDING BEFORE 26 JULY 2000.** 

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	C	ompany Number [	0368	310	<u> </u>			
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2.	During the	e year the company						
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The	company wa	as dormant through	out the financ	cial year			1 /	
The	ac coccupto	word approved by	the Board of	Diroctor	o on	21	14/2	2003
and	se accounts I signed on th	were approved by reir behalf by:	me board of	Directors	S UII			
Dire	ector(s)	•						ress, telephone number mber and Exchange of
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A28 COMPANIES HOUSE

A47 COMPANIES HOUSE

0857 25/04/03

0718 06/05/03

February 2000

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 INDING BEFORE 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 2 (required by paragraph 39 of Schedule 4 to the Companies Act 1985), thereafter this note should be deleted.
- d. For these purposes a company is defined as being dormant if no accounting transactions have occurred, other than the taking of shares by the subscribers to the memorandum in pursuance of their undertaking in the memorandum, and a special resolution has been passed under Section 250 of the Companies Act 1985.
- e. The annual return fee may be omitted from the company records and the annual accounts if borne by other parties, such as the directors, without any right of reimbursement, thus entitling the company to retain its dormant status.
- 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 dormant accounts, or the preparation of those accounts, you should seek professional advice.
- g. This guidance only applies to the accounts that must be filed with the registrar of companies, and does not cover the accounts that must be prepared for the members.

Company Name in full A Garden Sheet as at 30 Garden Share Capital not paid Seconds at Sank and in Hand, Seconds NET ASSETS  Authorised share capital 100 ordinary shares of \$\mathbb{C}\$ Issued share capital	Apr. 2000 e note b. acove	Current Year 2000 £	Previous Year
Company Number CO  Company Name in full A  Balance Sheet as at 30  Called up Share Capital not paid Seconds  Cash at Sank and in Handi Seconds  NET ASSETS  Authorised share capital  100 ordinary shares of £  ISSUED SHAREHOLDERS' FUNDS  During the year the company allott value of £ 100  The company was dormant throughout the company was dormant throughout the second signed on their penaltipy.	Company Lim  Apr. 2000  e note b. acove	Current Year 2000 £	
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A Director		Contact details	

## 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 the issue of subscriber shares and the company is not a subsidiary.

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