

- (a) For the year ended ... section 249AA(1) of the Companies Act 1985.
- (b) Members have not required the company to obtain an audit in accordance with section 249B(2) of the Companies Act 1985.
- (c) The director(s) acknowledge(s) responsibility for:
 - i. ensuring the company keeps accounting records which comply with section 221, and
 - ii. preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year, and of its profit and loss for the financial year, in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.

These accounts were approved by the Board of Directors

and signed on their behalf by Director(s)

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

Contact details:

DAV is SHUTRON RAVENSCOURT RESIDENTIAL 3 SEVEN STARS CORNER PADDENSWICK ROAD LONDON W12 8ET TEL. (020) 87405678 FAX (020) 87401919



GUIDANCE TO PREPARING DORMANT COMPANY ACCOUNTS FOR A COMPANY LIMITED BY SHARES WHERE ITS 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 limited by shares 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, reregistration 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 dormant 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.

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	Company Numbe	00123456	•			
Company Name in full		A Company Limited				
		A Compan	y L.	ited		
	Balance Sheet as a	31 July 20	02			
				Current Year	Previous Year	
				2002		
Called up SI	nare Capital not paid (S	ee note b. above)	£			
Cash at Bar	ık and in Hand (See not	e b. above)	£	100.00		
NET ASSET	rs		Ī	£ 100.00	£	
Authorised :	share capital:		L			
1000	ordinary shares of	£1.00 e	ach			
Issued share	e capital:					
100	ordinary shares of	£ 1.00 e	ach	100.00		
SHAREHOI	LDERS' FUNDS		Ĺ	£ 100.00	£	
consideratio	ear the company allotted on received by the company ear the company acted as a	was £				
Statements: (a) For the section (b) Membi Compa (c) The dir	• •	July 2002 s Act 1985. company to obtain ponsibility for:	(da n an au	ite) the company was er	section 249B(2) of the	
fina 226	paring accounts which give motal year, and of its profit: 5, and which otherwise complicable to the company.	and loss for the fina	ncial yea	r, in accordance with the	e requirements of section	
on 30 / and signed on	s were approved by the Boa August 2002 their behalf by:				You do not have to give any contact information in the box below but if you do, it will help Companies House 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.	
A	Director			Contact details:		

An example:

On 1 July 2001 "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 31 July 2002.

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.
- Do not use this form if your company is a charity or is limited by guarantee or has no shares

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

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Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB DX 235 Edinburgh or LP-4 Edinburgh 2

for companies registered in Scotland