

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



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2 During the y	year the comp	any acted as an	agent for a per	rson - if th	us applies please ti	ick the box
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		ved by the Board	and, if available the person Coi	Please give the name, address, telephone number and, if available, a DX number and Exchange of the person Companies House should contact if		
and signed on		1904 2019 19	•	there is any query  Contact details		
Director(s)	R. BURG	GESS_ DIRE			C K L B	CAROL WILLIS FCCA LINGS COTTAGE ONDON ROAD LARKWAY, ROYSTON LERTS SG8 8EZ

July 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 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 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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## 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