

CHANGE OF PARTICULARS for director or secretary

(NOT for appointment (use Form 288a) or resignation (use Form 288b))

Please complete in typescript,
or in bold black capitals.

CHFP010

Company Number

5077999

Company Name in full

BOR TRADING LIMITED

Changes of particulars form

Complete in all cases

Date of change of particulars

Day	Month	Year
0 2	1 1	2 0 0 8

Name * Style / Title

* Honours etc

Forename(s)

ELLIS

Surname

BOR

† Date of Birth

Day	Month	Year
2 1	1 2	1 9 2 9

Change of name

(enter new name)

Forename(s)

Surname

Change of usual residential address

(enter new address)

Post town

County / Region

Country

APARTMENT 6, COLLEGE HOUSE, 77 SOUTH DOWNS ROAD

BOWDON

CHESHIRE

Postcode

WA14 3DZ

Other Change

(please specify)

A serving director, secretary etc must sign the form below.

* Voluntary details

† Directors only

** Delete as appropriate

Signed

ell Bor

Date

4/11/08

(**director/ secretary/ administrator/ administrative receiver/ receiver manager/ receiver)

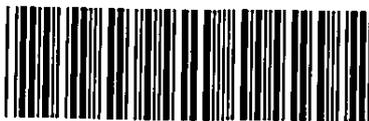
Please give the name, address, telephone number and, if available, a DX number and Exchange of the person Companies House should contact if there is any query

Tel

DX number

DX exchange

SATURDAY



AK1NV4N5

A29

08/11/2008

106

COMPANIES HOUSE

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

for companies registered in Scotland

DX 235 Edinburgh

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

In addition, it is noted that the records should be kept for a minimum of five years. This is a legal requirement in many jurisdictions and helps in the event of an audit or a dispute.

The second part of the document outlines the procedures for handling discrepancies. If there is a difference between the recorded amount and the actual amount received or paid, it is crucial to investigate the cause immediately. This could be due to a clerical error, a missing receipt, or a fraudulent transaction.

Once the cause is identified, the appropriate steps should be taken to correct the record. This may involve adjusting the ledger, issuing a corrected receipt, or reporting the matter to the relevant authorities.

The third part of the document provides a detailed overview of the accounting cycle. It consists of eight steps that are repeated at the end of each accounting period. These steps include identifying the transactions, recording them in the journal, posting them to the ledger, and calculating the trial balance.

The fourth part of the document discusses the importance of reconciling the bank statements with the company's records. This process helps to identify any errors or unauthorized transactions that may have occurred.

Finally, the document concludes with a summary of the key points discussed. It reiterates the importance of accuracy, transparency, and regular reconciliation in maintaining reliable financial records.

The following table provides a summary of the key data points discussed in the document.

Category	Value
Retention Period	5 years
Accounting Cycle Steps	8
Reconciliation Frequency	Monthly

This document is intended to serve as a guide for all staff involved in the financial reporting process. It is essential that everyone follows these guidelines to ensure the integrity and accuracy of the company's financial records.