

- 1 During the year the company allotted ....., ordinary shares with an aggregate nominal value of £ ....., the consideration received by the company was 1. 2 During the year the company acted as an agent for a person - if this applies please tick the box

## Statements:

- (a) For the year ended 3/51 MARCH 2008 (date) the company was entitled to exemption under 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 directors acknowledge their 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

so far as applicable to the company	e requirements of the companies Act relating to
These accounts were approved by the Board of Directors	Please give the name, address, telepho and, if available, a DX number and E
on 2NA APAIL 2004	the person Companies House should there is any query

Director(s) A T WARE

and signed on their behalf by

one number xchange of d contact if

Contact details

SEGRAVE & PARTNERS 1208/1210 LONDON ROAD LEICH-ON-SEA ESSEX SS9 2UA

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.

Compunia Huise	USE THIS FORM FOR FINA ENDING ON OR AFTER 2		DCA
CHFP000 Company Number	00123456		
Company Name in full	A Company Limited		·
Balance Sheet as at			
Catled up Share Capital not pai Cash at Bank and in Hand		2000   100	Previous Year
NET ASSETS	Ē	100	٤
Authorised share capital	_		<u> </u>
1000 ordinary shares of	£ 1 00 each		
Issued share capital			
100 ordinary shares o	£ 1 00   each	100	
SHAREHOLDERS FUNDS	[2	100	E
Notes  1 During the year the company allotted 15 consideration received by the company acted as at Statements  (a) For the year ended	vas £	spoiles please tics the company was e in accordance w is which comply state of affairs of or all year in affairs of or	with section 221 and the section as a state of the section 221 and the section as a state of the
These accounts were approved by the Boar on	d of Orectors	and, if avalable the person Comp there is any query.	ime accrees, telephone numbe a DX number and Exchange of serves House should contact of
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 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

OF

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

for companies registered in Scotland