# FULHAM PALACE ENTERPRISES COMMUNITY INTEREST COMPANY ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

FRIDAY



#### **COMPANY INFORMATION**

**Directors** 

Ms Victoria Quinlan (Chair)

Ms Mariana Spater

Mr Paul Gray

Secretary

Ms Sian Harrington

Company number

07574413

Registered office

Fulham Palace Bishops Avenue

London SW6 6EA

**Auditor** 

Critchleys Audit LLP

**Beaver House** 

23-38 Hythe Bridge Street

Oxford OX1 2EP

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#### **DIRECTORS' REPORT**

#### FOR THE YEAR ENDED 31 MARCH 2023

The directors present their annual report and financial statements for the year ended 31 March 2023.

#### **Principal activities**

The principal activity of the company is to support the activities of Fulham Palace Trust.

#### Directors

The directors who held office during the year and up to the date of signature of the financial statements were as follows:

Ms Victoria Quinlan (Chair) Ms Mariana Spater Mr Paul Gray

#### Statement of disclosure to auditor

So far as each person who was a director at the date of approving this report is aware, there is no relevant audit information of which the company's auditor is unaware. Additionally, the directors individually have taken all the necessary steps that they ought to have taken as directors in order to make themselves aware of all relevant audit information and to establish that the company's auditor is aware of that information.

#### **Small companies exemption**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

On behalf of the board

Ms Victoria Quinlan (Chair)

Director

Date: 24 July 2024

# DIRECTORS' RESPONSIBILITIES STATEMENT FOR THE YEAR ENDED 31 MARCH 2023

The directors are responsible for preparing the annual report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing these financial statements, the directors are required to:

- · select suitable accounting policies and then apply them consistently;
- · make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



**INDEPENDENT AUDITOR'S REPORT** 

### TO THE MEMBERS OF FULHAM PALACE ENTERPRISES COMMUNITY INTEREST COMPANY

#### **Opinion**

We have audited the financial statements of Fulham Palace Enterprises Community Interest Company (the 'company') for the year ended 31 March 2023 which comprise the income and expenditure account, the balance sheet, the statement of changes in equity and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 March 2023 and of its surplus for the year then ended:
- · have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the directors' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the directors with respect to going concern are described in the relevant sections of this report.

#### Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The directors are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

#### Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

**INDEPENDENT AUDITOR'S REPORT (CONTINUED)** 

### TO THE MEMBERS OF FULHAM PALACE ENTERPRISES COMMUNITY INTEREST COMPANY

#### Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report. We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- · we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption in preparing the directors' report and from the requirement to prepare a strategic report.

#### Responsibilities of directors

As explained more fully in the directors' responsibilities statement, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

#### Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the company through discussions with directors and other management, and from our knowledge and experience;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the company;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence where applicable; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

**INDEPENDENT AUDITOR'S REPORT (CONTINUED)** 

### TO THE MEMBERS OF FULHAM PALACE ENTERPRISES COMMUNITY INTEREST COMPANY

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- · tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- · agreeing financial statement disclosures to underlying supporting documentation;
- · reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims;
- · reviewing relevant correspondence.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities is available on the Financial Reporting Council's website at: https://www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

#### Use of our report

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Robert Kirtland (Senior Statutory Auditor)
For and on behalf of Critchleys Audit LLP

Chartered Accountants Statutory Auditor

Date: 26/7/2023

Beaver House 23-38 Hythe Bridge Street Oxford OX1 2EP

# INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2023

	2023	2022
	£	£
Income	628,368	497,963
Cost of sales	(33,269)	(34,125)
Gross surplus	595,099	463,838
Administrative expenses	(68,044)	(48,408)
Operating surplus	527,055	415,430
Interest receivable and similar income	•	36
Surplus before taxation	527,055	415,466
Tax on surplus	•	•
Surplus for the financial year	<del></del>	415,466
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The income and expenditure account has been prepared on the basis that all operations are continuing operations.

### BALANCE SHEET

#### **AS AT 31 MARCH 2023**

		202	3	202	2
,	Notes	£	£	£	£
Fixed assets					
Tangible assets	3		27,251		•
Current assets					
Debtors	4	223,396		41,673	
Cash at bank and in hand		614,535		464,705	
		837,931	,	506,378	
Creditors: amounts falling due within					
one year	5	(338,126)		(90,912)	
Net current assets			499,805		415,466
Net assets			527,056		415,466
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Reserves					
Income and expenditure account			527,056		415,466
Members' funds			527,056		415,466

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the board of directors and authorised for issue on at 12023 and are signed on its behalf by:

Ms Victoria Quinlan (Chair)

**Director** 

**Company Registration No. 07574413** 

# STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Income and expenditure £
Balance at 1 April 2021		202,266
Year ended 31 March 2022:		
Profit and total comprehensive income for the year		415,466
Distributions to parent charity under gift aid		(202,266)
Balance at 31 March 2022		415,466
Year ended 31 March 2023:		
Profit and total comprehensive income for the year		527,055
Distributions to parent charity under gift aid		(415,465)
Balance at 31 March 2023		527,056

### NOTES TO THE FINANCIAL STATEMENTS

#### FOR THE YEAR ENDED 31 MARCH 2023

#### 1 Accounting policies

#### Company information

Fulham Palace Enterprises Community Interest Company is a private company limited by guarantee incorporated in England and Wales. The registered office is Fulham Palace, Bishops Avenue, London, SW6 6EA.

#### 1.1 Accounting convention

These financial statements have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the requirements of the Companies Act 2006 as applicable to companies subject to the small companies regime. The disclosure requirements of section 1A of FRS 102 have been applied other than where additional disclosure is required to show a true and fair view.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

This company is a qualifying entity for the purposes of FRS 102, being a member of a group where the parent of that group prepares publicly available consolidated financial statements, including this company, which are intended to give a true and fair view of the assets, liabilities, financial position and profit or loss of the group. The company has therefore taken advantage of exemptions from the following disclosure requirements:

- Section 7 'Statement of Cash Flows': Presentation of a statement of cash flow and related notes and disclosures:
- Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instrument Issues: Interest
  income/expense and net gains/losses for financial instruments not measured at fair value; basis of
  determining fair values; details of collateral, loan defaults or breaches, details of hedges, hedging fair
  value changes recognised in profit or loss and in other comprehensive income;
- Section 26 'Share based Payment': Share-based payment expense charged to profit or loss, reconciliation of opening and closing number and weighted average exercise price of share options, how the fair value of options granted was measured, measurement and carrying amount of liabilities for cash-settled share-based payments, explanation of modifications to arrangements;
- Section 33 'Related Party Disclosures': Compensation for key management personnel.

The financial statements of the company are consolidated in the financial statements of Fulham Palace Trust. These consolidated financial statements are available from its registered office, Fulham Palace, Bishop's Avenue, London, SW6 6EA.

#### 1.2 Income and expenditure

Income comprises the fair value of the consideration received or receivable for the sale of goods and provision of services in the ordinary course of the company's activities. Turnover is shown net of sales/ value added tax, returns, rebates and discounts.

Income and expenses are included in the financial statements as they become receivable or due.

#### 1.3 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

#### 1 Accounting policies

(Continued)

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings

20% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is credited or charged to surplus or deficit.

#### 1.4 Impairment of fixed assets

At each reporting period end date, the company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any). Where it is not possible to estimate the recoverable amount of an individual asset, the company estimates the recoverable amount of the cash-generating unit to which the asset belongs.

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset (or cash-generating unit) is estimated to be less than its carrying amount, the carrying amount of the asset (or cash-generating unit) is reduced to its recoverable amount. An impairment loss is recognised immediately in surplus or deficit, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

Recognised impairment losses are reversed if, and only if, the reasons for the impairment loss have ceased to apply. Where an impairment loss subsequently reverses, the carrying amount of the asset (or cash-generating unit) is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset (or cash-generating unit) in prior years. A reversal of an impairment loss is recognised immediately in surplus or deficit, unless the relevant asset is carried at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

#### 1.5 Cash and cash equivalents

Cash and cash equivalents are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.6 Gift aid distribution

As there is no deed of covenant in place and no requirement to pay gift aid in the Constitution of the company, gift aid distributions are accounted for in the year of payment.

# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

#### 2 Judgements and key sources of estimation uncertainty

In the application of the company's accounting policies, the directors are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

The judgement that has had the most significant effect on amounts recognised in the financial statements was the allocation of costs from Fulham Palace Trust that relate to the company.

#### 3 Tangible fixed assets

			Fixtures and fittings
			£
	Cost		
	At 1 April 2022		79,005
	Additions		30,850
	At 31 March 2023		109,855
	Depreciation and Impairment		
	At 1 April 2022		79,005
	Depreciation charged in the year		3,599
	At 31 March 2023		82,604
	Carrying amount		
	At 31 March 2023		27,251
	At 31 March 2022		
4	Debtors		
		2023	2022
	Amounts falling due within one year:	· £	£
	Trade debtors	49,352	35,355
	Prepayments and accrued income	174,044	6,318
		223,396	41,673
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# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

5	Creditors: amounts falling due within one year	2023	2022
		£ £	£ 2022
	Amounts owed to group undertakings	289,326	67,601
	Taxation and social security	24,369	15,149
	Accruals and deferred income	24,431	8,162
		338,126	90,912

#### 6 Members' liability

The company is limited by guarantee, not having a share capital and consequently the liability of members is limited, subject to an undertaking by each member to contribute to the net assets or liabilities of the company on winding up such amounts as may be required not exceeding £100.

#### 7 Related party transactions

There were no transactions with related parties during the year or during the year ended 31 March 2023 (2022: none).

#### 8 Parent company

The parent of the smallest group in which these financial statements are consolidated is Fulham Palace Trust, incorporated in the United Kingdom.

The address of Fulham Palace Trust is:

Fulham Palace Bishop's Avenue London SW6 6EA

# DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2023

	2023		2022	2022	
	£	£	£	£	
Income					
Guaranteed catering commission		469,313		320,341	
Service charge		38,984		22,268	
Events and room hire income		83,440		135,451	
Other income		36,631		1,418	
Grants receivable				18,485	
		628,368		497,963	
Cost of sales					
Events and room hire costs and sales processing	33,269		34,125		
Total cost of sales		(33,269)		(34,125)	
Gross surplus .	94.71%	595,099	93.15%	463,838	
Administrative expenses					
Staff wages and salaries (excluding directors)	21,573		11,600		
Staff social security costs (excluding directors)	1,830		380		
Staff pension costs (defined contribution)	756		580		
Power, light and heat	9,107		6,195		
Equipment repairs .	3,279		8,046		
Computer running costs	124		77		
Hire of equipment (not operating lease)	10,307		9,790		
Travelling expenses	175		67		
Postage, courier and delivery charges	322		4		
Professional subscriptions	1,000		47		
Legal and professional fees	8,874		6,903		
Consultancy fees	6,498		4,387		
Bank charges	-		116		
Entertaining	12		-		
Sundry expenses Depreciation	588 3,599		216 -		
		(68,044)		(48,408)	
Operating surplus		527,055		415,430	
Interest receivable and similar income					
Bank interest received	-		36		
		-		36	
Sumino hofono tovotion	02 000/		92.420/		
Surplus before taxation	83.88%	527,055	83.43%	415,466	

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# **CIC 34**

# **Community Interest Company Report**

	(Please leave blank)	
Please complete in typescript, or	Company Name in full	Fulham Palace Enterprises Community Interest Company
in bold black capitals.	Company Number	07574413
	Year Ending	31/03/23

Please ensure the company name is consistent with the company name entered on the accounts.

This template illustrates what the Regulator of Community Interest Companies considers to be best practice for completing a simplified community interest company report. All such reports must be delivered in accordance with section 34 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 and contain the information required by Part 7 of the Community Interest Company Regulations 2005. For further guidance see chapter 8 of the Regulator's guidance notes and the alternate example provided for a more complex company with more detailed notes.

### (N.B. A Filing Fee of £15 is payable on this document. Please enclose a cheque or postal order payable to Companies House)

#### PART 1 - GENERAL DESCRIPTION OF THE COMPANY'S ACTIVITIES AND IMPACT

In the space provided below, please insert a general account of the company's activities in the financial year to which the report relates, including a description of how they have benefited the community.

Fulham Palace is a historic house and garden open to the public seven days per week. We run an education and events programme. We also operate a successful weddings, café and functions business.

In 2022/23 we welcomed 293,842 visitors to Fulham Palace with 19,992 visiting the museum.

During the year we ran 152 educational sessions, which were attended by 3,736 primary and secondary school pupils. We are fortunate to have over 200 volunteers.

Three largescale events took place the green meet (sustainability and biodiversity celebration), apple day and a Christmas fair. In total 13,950 people attended these three events.

(If applicable, please just state "A social audit report covering these points is attached").

(Please continue on separate continuation sheet if necessary.)

PART 2 - CONSULTATION WITH STAKEHOLDERS - Please indicate who the company's
stakeholders are; how the stakeholders have been consulted and what action, if any, has the
company taken in response to feedback from its consultations? If there has been no
consultation, this should be made clear.
consultation, this should be made clear.
Our stakeholders are the local community and businesses, and our tenants and customers.
In terms of visitor feedback, on average 92% of our museum visitors rated their experience at the Palace as excellent or good in 2022/23. We also receive feedback from wedding clients and café customers and this is generally very positive. Complaints are responded to promptly and acted upon.
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(If applicable, please just state "A social audit report covering these points is attached").
PART 3 – DIRECTORS' REMUNERATION – if you have provided full details in your accounts
you need not reproduce it here. Please clearly identify the information within the accounts
and confirm that, "There were no other transactions or arrangements in connection with the
remuneration of directors, or compensation for director's loss of office, which require to be
disclosed" (See example with full notes). If no remuneration was received you must state that
"no remuneration was received" below.
No remuneration was received.
DART A TRANSFERS OF ASSETS OTHER THAN FOR FULL CONSIDERATION. Discoo
PART 4 – TRANSFERS OF ASSETS OTHER THAN FOR FULL CONSIDERATION – Please
insert full details of any transfers of assets other than for full consideration e.g. Donations to
outside bodies. If this does not apply you must state that "no transfer of assets other than for
full consideration has been made" below.
No transfer of assets other than for full consideration has been made.
(Please continue on separate continuation sheet if necessary.)

. .

#### PART 5 – SIGNATORY (Please note this must be a live signature)

The original report must be signed by a director or secretary of the company

Signed ///

Date 05/09/23

Please note that it is a legal requirement for the date format to be provided in full throughout the CIC34 report.

Applications will be rejected if this is information is incorrect.

Office held (delete as appropriate) Director/Secretary

You do not have to give any contact information in the box opposite but if you do, it will help the Registrar of Companies 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.

Sian Harrington, Company Secretary, FPECIC		
Fulham Palace, Bishop's Avenue		
London, SW6 6EA		
	Tel	
DX Number	DX Exchange	

When you have completed and signed the form, please attach it to the accounts and send both forms by post to the Registrar of Companies at:

For companies registered in England and Wales. Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff

For companies registered in Scotland: Companies House, 4<sup>th</sup> Floor, Edinburgh Quay 2, 139 Fountainbridge, Edinburgh, EH3 9FF DX 235 Edinburgh or LP – 4 Edinburgh 2

For companies registered in Northern Ireland: Companies House, 2nd Floor, The Linenhall, 32-38 Linenhall Street, Belfast, BT2 8BG

(N.B. Please enclose a cheque for £15 payable to Companies House)