

**KVC Creativity CIC**  
**(Company limited by guarantee)**

**Trustees' report and financial statements**

**for the year ended 30 November 2020**

**Registration number: NI657455**

THURSDAY



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COMPANIES HOUSE

**McFarland Arnold & Co**  
**Chartered Accountants**

**KVC Creativity CIC**  
**(Company limited by guarantee)**

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**for the year ended 30 November 2020**

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**KVC Creativity CIC**  
**(Company limited by guarantee)**

**Legal and administrative information**  
**for the year ended 30 November 2020**

**Legal status**

The company is a private limited company, limited by guarantee, which was incorporated under the Companies Act 2006 as a Community Interest Company under Registration Number NI657455.

**Directors**

Kathleen Allison  
Veronica McCann (resigned 28 July 2020)  
Carmel McCaughey (resigned 14 October 2020)  
Stacey Connor (appointed 14 October 2020)  
Donna Robinson (appointed 14 October 2020)

**Company number**

NI657455

**Registered office**

32 Strauhulter Road  
Newtownstewart  
Co Tyrone

**Accountants**

McFarland Arnold & Co  
8 Main Street  
Newtownstewart  
Co Tyrone

**Business address**

32 Strauhulter Road  
Newtownstewart  
Co Tyrone

**Bankers**

Ulster Bank Ltd  
11-16 Donegall Square East  
Belfast

**KVC Creativity CIC**  
**(Company limited by guarantee)**

**Trustees' report**  
**for the year ended 30 November 2020**

The directors present their report and the financial statements for the year ended 30 November 2020.

**Directors**

Officers of the company, known as directors for the purpose of company law, who served during the period and up to the date of this report are set out on page 1.

Members of the Community Interest Company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up.

**Charitable objects**

The Community Interest Company was established to provide a range of creative arts, crafts, food and food safety related activities and workshops throughout the Fermanagh and Omagh District Council and Derry City and Strabane District Council areas regardless of the participants age, ability, gender or background.

**Organisational structure**

The directors meet regularly, administer the Community Interest Company and make all policy decisions.

**Review of activities and achievements**

The results reflect the activities carried out during the year ended 30 November 2020.

A number of workshops has been held over the period including cookery workshops, food safety workshops, Art/Craft workshops etc.

Other small grants funded by Community Foundation for Northern Ireland and Ulster Scots have enabled the charity to provide free educational classes for local people.

**Reserves**

The results for the period are set out on page 5. The purpose of the funds are outlined in the notes to the financial statements.

**Statement of directors' responsibilities**

The Directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law and charity law requires the Directors to prepare financial statements for each financial period. Under that law the directors have elected to prepare the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including 'Accounting and Reporting by Charities: Statement of Recommended Practice' (FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'). 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 profit or loss 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 estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and

**KVC Creativity CIC**  
**(Company limited by guarantee)**

**Trustees' report**  
**for the year ended 30 November 2020**

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity 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 and with the Charities Act (NI) 2008. 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.

**Statement of disclosure of information to accountants**

So far as each of the directors in office at the date of approval of these financial statements are aware:

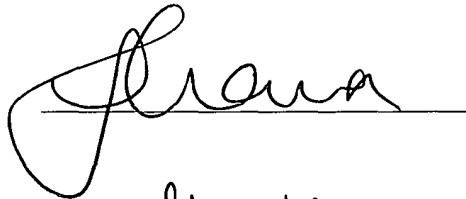
- there is no relevant audit information of which the company's accountants are unaware, and
- the directors have taken all the steps that they ought to have taken to make themselves aware of any relevant accounting information and to establish that the company's accountants are aware of that information.

**Special provisions relating to small companies**

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS 102) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

This report was approved by the directors on **14 June 2021** and signed on its behalf by

Signature:



Name (in block capitals):

**STACEY CANNON**  
Director

**KVC Creativity CIC**  
**(Company limited by guarantee)**

**Accountants' report on the unaudited financial statements to the directors of**  
**KVC Creativity CIC for the year ended 30 November 2020**

In accordance with our engagement letter, and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the financial statements of KVC Creativity CIC for the year ended 30 November 2020 which comprise the statement of financial activities, the balance sheet and the related notes from the accounting records and information and explanations you have given to us.

This report is made to the company's board of directors, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the company's board of directors that we have done so, and state those matters that we have agreed to state to them in this report and for no other person. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's board of directors, as a body, for our work or for this report.

**Respective responsibilities of directors and accountants**

As described in the statement of directors' responsibilities the company's directors are responsible for ensuring that the company maintains proper books of account and for preparing financial statements which give a true and fair view and have been properly prepared in accordance with the Companies Act 2006. You are responsible for deciding, on an annual basis, whether the company is entitled to avail of the exemption from statutory audit in accordance with Section 477 of the Companies Act 2006.

It is our responsibility to compile the financial statements of KVC Creativity CIC from the accounting records, information and explanations supplied to us by the company.

**Scope of work**

We have compiled the accounts in accordance with the ICAI Miscellaneous Technical Statement "Chartered Accountants Reports on the Compilation of Financial Statements of Incorporated Entities" - M41 - from the accounting records, information and explanations supplied to us by the company.

We have not been instructed to carry out an audit of the accounts. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.



**Chartered Accountants**

Date: 14 June 2021

**McFarland Arnold & Co**  
**Chartered Accountants**  
**8 Main Street**  
**Newtownstewart**  
**Co Tyrone**  
**BT78 4AA**

**KVC Creativity CIC**  
**(Company limited by guarantee)**

**Statement of financial activities (including Income and Expenditure Account)**  
**for the year ended 30 November 2020**

|                                                       | Notes | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2020<br>Total<br>£  | 2019<br>Total<br>£  |
|-------------------------------------------------------|-------|----------------------------|--------------------------|---------------------|---------------------|
| <b>Incoming resources</b>                             |       |                            |                          |                     |                     |
| Donations                                             | 4     | -                          | -                        | -                   | 35                  |
| Grants                                                | 5     | -                          | 5,463                    | 5,463               | 4,213               |
| Activities in furtherance of the<br>charity's objects | 6     | 1,880                      | -                        | 1,880               | 4,428               |
| <b>Total incoming resources</b>                       |       | <u>1,880</u>               | <u>5,463</u>             | <u>7,343</u>        | <u>8,676</u>        |
| <b>Resources expended</b>                             |       |                            |                          |                     |                     |
| Facilitator fees                                      |       | 5,744                      | -                        | 5,744               | 7,444               |
| Workshop/programme costs                              |       | 1,066                      | -                        | 1,066               | 1,197               |
| Printing, postage and stationery                      |       | 106                        | -                        | 106                 | 51                  |
| Accountancy fees                                      |       | 420                        | -                        | 420                 | 420                 |
| General expenses                                      |       | 49                         | -                        | 49                  | 34                  |
| <b>Total resources expended</b>                       |       | <u>(7,385)</u>             | <u>-</u>                 | <u>(7,385)</u>      | <u>(9,146)</u>      |
| <b>Net movement in funds</b>                          |       | <u>(5,505)</u>             | <u>5,463</u>             | <u>(42)</u>         | <u>(470)</u>        |
| Transfer between funds                                |       | 5,463                      | (5,463)                  | -                   | -                   |
| <b>Total funds brought forward</b>                    |       | <u>(470)</u>               | <u>-</u>                 | <u>(470)</u>        | <u>-</u>            |
| <b>Total funds carried forward</b>                    |       | <u><u>(512)</u></u>        | <u><u>-</u></u>          | <u><u>(512)</u></u> | <u><u>(470)</u></u> |

The notes on pages 8 to 12 form an integral part of these financial statements.

**KVC Creativity CIC**  
**(Company limited by guarantee)**

**Balance sheet**  
**as at 30 November 2020**

|                                                       |       | 2020         |              | 2019         |              |
|-------------------------------------------------------|-------|--------------|--------------|--------------|--------------|
|                                                       | Notes | £            | £            | £            | £            |
| <b>Current assets</b>                                 |       |              |              |              |              |
| Debtors                                               | 8     | 420          |              | -            |              |
| Cash at bank and in hand                              |       | 1,022        |              | 3,403        |              |
|                                                       |       | <u>1,442</u> |              | <u>3,403</u> |              |
| <b>Creditors: amounts falling due within one year</b> | 9     | (1,954)      |              | (3,873)      |              |
| <b>Net current liabilities</b>                        |       |              | (512)        |              | (470)        |
| <b>Deficiency of assets</b>                           |       |              | <u>(512)</u> |              | <u>(470)</u> |
| <b>Funds</b>                                          |       |              |              |              |              |
| Unrestricted funds:                                   |       |              |              |              |              |
| General fund                                          | 10    |              | (512)        |              | (470)        |
|                                                       |       |              | <u>(512)</u> |              | <u>(470)</u> |

The company is registered as a private limited company in Northern Ireland under Registration Number NI657455.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland") and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The directors' statements required by Section 475 (2) and (3) are shown on the following page which forms part of this Balance Sheet.

**The notes on pages 8 to 12 form an integral part of these financial statements.**



**KVC Creativity CIC**  
**(Company limited by guarantee)**

**Balance sheet (continued)**

**Directors' statements required by Section 475 (2) and (3)**  
**for the year ended 30 November 2020**

In approving these financial statements as directors of the company we hereby confirm:

(a) that for the period stated above the company was entitled to the exemption conferred by Section 477 of the Companies Act 2006

(b) that no notice has been deposited at the registered office of the company pursuant to Section 476 requesting that an audit be conducted for the period ended and


(c) that we acknowledge our responsibilities for:

(1) ensuring that the company keeps accounting records which comply with Section 386, and

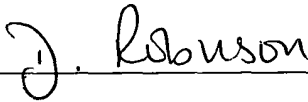
(2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its profit or loss for the period then ended in accordance with the requirements of Section 393 and which otherwise comply with the provisions of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements are prepared in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 and in accordance with the special provisions of Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

The financial statements were approved by the Board on **14 June 2021** and signed on its behalf by

Signature: 

Name (in block capitals): STACEY CANNON  
Director

Signature: 

Name (in block capitals): DONNA ROBINSON  
Director

**The notes on pages 8 to 12 form an integral part of these financial statements.**

**KVC Creativity CIC**  
**(Company limited by guarantee)**

**Notes to the financial statements**  
**for the year ended 30 November 2020**

**1. General information**

The company is a private limited company, limited by guarantee, which was incorporated under the Companies Act 2006 as a Community Interest Company under Registration Number NI037545. The address of the registered office is 32 Strauhulter Road, Newtownstewart, Co Tyrone, BT78 4ED.

**2. Statement of compliance**

These financial statements have been prepared in compliance with Accounting and Reporting by Charities: Statement of Recommended Practice (FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland') and in accordance with the Companies Act 2006.

**3. Accounting policies**

**3.1. Basis of preparation**

The financial statements are prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland')

The Community Interest Company has taken advantage of the exemption in FRS 102 Section 1A from the requirement to produce a cashflow statement because it is small.

The presentation currency of these financial statements is sterling.

**3.2. Incoming resources**

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable, except as follows:

- When donors specify that donations and grants given to the Community Interest Company must be used in future accounting periods, the income is deferred until those periods.
- When donors impose conditions which have to be fulfilled before the Community Interest Company becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.

When donors specify that donations and grants, including capital grants, are for a particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

The value of services provided by volunteers has not been included.

**3.3. Interest receivable**

Interest is included when receivable by the Community Interest Company.

**3.4. Resources expended**

All expenditure is accounted for on an accruals basis.

**KVC Creativity CIC**  
**(Company limited by guarantee)**

**Notes to the financial statements**  
**for the year ended 30 November 2020**

**3.5. Fund accounting**

Unrestricted funds relate to general funds which are available for use at the discretion of the directors in furtherance of the general objectives of the Community Interest Company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Community Interest Company for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**3.6 Impairment**

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

When it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that are largely independent of the cash inflows from other assets or groups of assets.

**3.7 Financial instruments**

A financial asset or a financial liability is recognised only when the company becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the transaction price, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Debt instruments are subsequently measured at amortised cost.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised in profit or loss immediately.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

Any reversals of impairment are recognised in profit or loss immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

**4. Donations**

|           | 2020 | 2019 |
|-----------|------|------|
|           | £    | £    |
| Donations | -    | 35   |
|           | -    | 35   |

**KVC Creativity CIC**  
**(Company limited by guarantee)**

**Notes to the financial statements**  
**for the year ended 30 November 2020**

**5. Grant income**

|                             | 2020<br>£    | 2019<br>£    |
|-----------------------------|--------------|--------------|
| CFNI grants                 | 1,479        | 2,991        |
| PHA - Clear Project Funding | 3,274        | 1,222        |
| Ulster Scots grants         | 710          | -            |
|                             | <u>5,463</u> | <u>4,213</u> |

**6. Activities in furtherance of the charity's objects**

|                           | 2020<br>£    | 2019<br>£    |
|---------------------------|--------------|--------------|
| Facilitation of workshops | 1,880        | 4,428        |
|                           | <u>1,880</u> | <u>4,428</u> |

**7. Employees**

**Number of employees**

The average monthly numbers of employees (including the directors) during the year were:

|           | 2020<br>Number | 2019<br>Number |
|-----------|----------------|----------------|
| Directors | <u>3</u>       | <u>3</u>       |

**8. Debtors**

|                                | 2020<br>£  | 2019<br>£ |
|--------------------------------|------------|-----------|
| Prepayments and accrued income | <u>420</u> | <u>-</u>  |

**9. Creditors: amounts falling due within one year**

|                              | 2020<br>£    | 2019<br>£    |
|------------------------------|--------------|--------------|
| Accruals and deferred income | <u>1,954</u> | <u>3,873</u> |

**KVC Creativity CIC**  
**(Company limited by guarantee)**

**Notes to the financial statements**  
**for the year ended 30 November 2020**

**10. Unrestricted funds**

|              | 1 December 2019<br>£ | Incoming<br>£ | Outgoing<br>£  | Transfers<br>£ | 30 November 2020<br>£ |
|--------------|----------------------|---------------|----------------|----------------|-----------------------|
| General fund | (470)                | 1,880         | (7,385)        | 5,463          | (512)                 |
|              | <u>(470)</u>         | <u>1,880</u>  | <u>(7,385)</u> | <u>5,463</u>   | <u>(512)</u>          |

Unrestricted funds relate to general funds which are available for use at the discretion of the directors in furtherance of the general objectives of the Community Interest Company and which have not been designated for other purposes.

**11. Restricted funds**

|                                      | 1 December<br>2019<br>£ | Incoming<br>£ | Transfers<br>£ | 30 November<br>2020<br>£ |
|--------------------------------------|-------------------------|---------------|----------------|--------------------------|
| <u>Workshops/programmes:</u>         |                         |               |                |                          |
| Public Health Agency - CLEAR project | -                       | 3,274         | (3,274)        | -                        |
| Community Foundation for NI          | -                       | 1,479         | (1,479)        | -                        |
| Ulster Scots Agency                  | -                       | 710           | (710)          | -                        |
|                                      | <u>-</u>                | <u>5,463</u>  | <u>(5,463)</u> | <u>-</u>                 |

**Purposes of restricted funds**

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Community Interest Company for particular purposes. The cost of raising and administering such funds are charged against the specific fund.

**12. Analysis of net assets between funds**

|                                     | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>funds<br>£ |
|-------------------------------------|----------------------------|--------------------------|---------------------|
| Fund balances at as represented by: |                            |                          |                     |
| Current assets                      | 1,442                      | -                        | 1,442               |
| Current liabilities                 | (1,954)                    | -                        | (1,954)             |
|                                     | <u>(512)</u>               | <u>-</u>                 | <u>(512)</u>        |

**KVC Creativity CIC**  
**(Company limited by guarantee)**

**Notes to the financial statements**  
**for the year ended 30 November 2020**

**13. Capital commitments**

At the balance sheet date, the Community Interest Company had no capital commitments.

**14. Related party transactions**

During the year the Community Interest Company entered into the following transactions with related parties:

|                                                | Transaction value |
|------------------------------------------------|-------------------|
|                                                | £                 |
| Income from related party under normal trading | 445               |

**15. Transactions with directors**

|           | Purchased<br>from<br>Trustees | Amounts<br>owed to<br>Trustees | Amounts<br>owed by<br>Trustees |
|-----------|-------------------------------|--------------------------------|--------------------------------|
|           | £                             | £                              | £                              |
| K Allison | 5,744                         | 419                            | -                              |

All transactions were made on normal trading terms.

The directors attend meetings and carry out the business of the Community Interest Company on a voluntary basis.



# CIC 34

## Community Interest Company Report

For official use  
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|  |
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|  |
|--|

Please  
complete in  
typescript, or  
in bold black  
capitals.

Company Name in  
full

KVC Creativity CIC

Company Number

NI657455

Year Ending

30 November 2020

(The date format is required in full)

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.

KVC Creativity CIC provides a range of creative crafts, crafts, food and food safety related activities and workshops throughout the Fermanagh and Omagh District Council and Serry City and Strabane District Council Area. During the year ended 30 November 2020, the group's activities have benefited the community in the following ways:-

- Provision of accessible, affordable therapeutic and creative activities to help improve life skills that can be used in daily life, develop new friendships, gain a sense of achievement and increase self confidence.
- Received funding from PHA – Clear Project Funding for the provision of food safety accredited training and cook-it workshops for mainstream and special needs students.
- Received funding from Community Foundation for Northern Ireland to delivery cookery workshops.

(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.

The company stakeholders are local residents, schools, community groups, community networks, funders, local council etc. We have engaged and held one to one discussions and obtained feedback from individuals that attended workshops to ensure that we are meeting the expectations of the participants and also that they are finding it a valuable and enjoyable experience.

We also network on a continual basis with schools, community groups, council and funders to engage and consult to raise awareness of our group and what we can provide and seek out opportunities to develop new opportunities and services to increase access and opportunities in the area.

The directors of the company have lived in the area for a number of years and understand and respect the rural community and therefore have developed its business model on this knowledge and through speaking with the local community.

*(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.

The aggregate amount of emoluments paid to or receivable by the directors in respect of qualifying services was £5,744.

There were no other transactions or arrangements in connection with the remuneration of directors, or compensation for directors loss of office, which require to be disclosed.

**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.

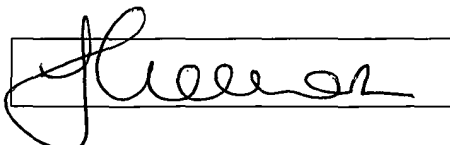
*(Please continue on separate continuation sheet if necessary.)*



**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



(DD/MM/YY)

Date

14/06/21

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 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.

Mrs Kathleen Allison

32 Strahulter Road

Newtownstewart, Co Tyrone

BT81 4ED

Tel 07749 101 838

Email kathleenallisonfhc@gmail.com

**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)**