

Companies House Newsletter ~ Summer 2009

Annual Returns

An Annual Return is a return you have to complete and submit to Companies House every year.

There is a filing fee to pay to Companies House when the Annual Return is submitted. If you submit the return by post the fee is £30, and payable by cheque. If you submit the form online the fee is £15, payable by credit card.

The Annual Return confirms the Registered Office address of the company, the names of Directors, the name of the Company Secretary, and the name of the Shareholders of the company and their Shareholdings.

C Todd & Co has an account with Companies House to make payment of the fee quick and easy. We also offer to complete and submit your Annual Return free of charge. We do however require reimbursement of the online filing fee of £15 before we can submit the return.

For the majority of our clients we currently complete and submit the Annual Return, and this situation will not change. We do however require payment of the filing fee before we can submit the Annual Return.

Before the Annual Return is due, Companies House will send you a reminder that the Annual Return is due. When you receive this reminder you should forward that reminder to us, together with a cheque for £15 payable to C Todd & Co, or send confirmation to us that you have paid by Bacs.

When we have received the filing fee we will complete and submit the Annual Return. Receipt of your payment will act as our authority to complete and submit the Annual Return on your behalf.

The Annual Return is an important document. Failure to submit the Return will result in Companies House taking action to close your company and strike it from the company register.

Your Annual Return date is the anniversary date your company was formed. We can inform you of your annual return date or you can check this yourself by visiting the Companies House website, clicking on WebCheck from the home page, and typing in your company name.

<http://www.companieshouse.gov.uk>

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Directors Home / Service Address

From 1st October 2009 Companies House are changing the way that Directors home addresses are stored.

At present Companies House keep only one address for each Director, their usual residential home address. Any person performing a search on a company will therefore be able to obtain a Directors home address.

It has taken a long time but Companies House have finally realised that this is not safe or private. Therefore from 01 October 2009 Companies House will allow every Director to nominate a service address as their address on public view.

The service address will be public information, and the residential address will become protected information.

A Director can choose any address as the service address including the Registered Office address of the company.

The address must be where documents can be delivered if required. The address can not be a PO Box or a DX number. If the Director chooses to use his residential address as the service address the fact that the two addresses are the same would not be apparent from the public record.

The residential address will only be available to prescribed regulatory authorities such as the police and HMRC, and it may also be made available to Credit Reference Agencies.

C Todd & Co believes this is a positive move and advises our clients to nominate a service address which is not their home address.

The only issue to overcome is that from 01 October 2009 the service address will automatically be the residential address. Therefore you will have to submit your chosen service address to Companies House for them to make the change.

C Todd & Co can make the change for you for a fee of £15 plus VAT per company. If you are a Director of more than one company the fee will be £15 plus VAT per company.

If you would like to protect your home address from public record, and for C Todd & Co to make the change, please complete the enclosed form and return it to us.

If your home address is your Registered Office address we offer our clients a free service to use our office address as the Registered Office address.

Should you use our office address this will not have any impact on the address your customers and suppliers send invoices and payments. The only official body which sends correspondence to your Registered Office address is Companies House.

If you would like to use our office address as your Registered Office address free of charge, please complete the enclosed form and return it to us.

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Submission Date for Annual Accounts

Companies House have reduced the submission deadline for limited company accounts from 10 months after the year end date to 9 months after the year end date.

Failure to submit the accounts by the due date will result in the company receiving a late filing penalty from Companies House. Such penalties start at £150 but rapidly increase the longer after the due date the accounts are submitted. If you submit accounts late for two years running the penalty will be doubled.

To ensure your accounts are submitted before the due date it is important to ensure you allow us enough time to prepare your accounts.

Please Return to C Todd & Co

Company : _____

Annual Return

Please tick the box and return to us if you require us to submit your Annual Return as it becomes due.

If we do not hear from you we will presume you will submit the Return yourselves.

<input type="checkbox"/>	Yes please continue / start to submit my Annual Return. We confirm we will send the filing fee to you prior to the submission of the Annual Return. Receipt of the filing fee will act as authority for you to submit the Annual Return.
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Directors Service Address

If you would like us to change your home address on public record to a different address please complete the address you would like us to use in the box below for each Director.

Upon receipt of your request we will issue an invoice for £15 plus VAT and we will make the change once that invoice has been paid.

<u>Director 1</u>	<u>Director 2</u>	<u>Director 3</u>	<u>Director 4</u>

Registered Office Address

Please tick the box below if you would like to use the office address of C Todd & Co as the Registered Office address of your company free of charge.

<input type="checkbox"/>	Yes please change my Registered Office address to your office address free of charge.
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