

The 5 minute guide to filing



As a new company, we can help you, if you help us.

Company directors have to file a range of information to Companies House, in return for limited liability. This leaflet gives you some handy hints and website links to help you keep your record up to date.

YOUR KEY DATES TO REMEMBER

Make a note of your key filing dates. If you are unsure of these, check for free using the WebCHECK service at www.companieshouse.gov.uk

My accounting reference date

This is automatically set as the last day in the month in which your company was incorporated. First accounts will cover the period starting on the date of incorporation and ending on the accounting reference date.

My first Annual Accounts are due on

Miss this deadline and you'll receive a financial penalty.

My first Annual Return is due on

Every company must deliver a snapshot of its details within 28 days of each anniversary of its incorporation.

Visit www.companieshouse.gov.uk/363efiling

File online, quickly and easily.

Save trouble and trees.

File straight from you to us safely and securely and you receive a confirmation email that it's arrived.

Two ways to file online.

- 1. WebFiling** has inbuilt checks and screens pre-populated with data, to help you avoid mistakes and rejection. It's quick, easy and perfect for filing daily, weekly or whenever you need to.
- 2. Software Filing** is ideal for high volume filers and is available through many commercially available accounts, secretarial and formation software packages. Details are available at www.companieshouse.gov.uk/softwarefiling



Some of your company obligations and handy hints.

Keep your company's record up to date

Companies House WebCheck attracts around a million page impressions each day by people checking and purchasing company information. An out of date record may affect your company's image and credit rating and could lead to it being struck off.

Keep your registered office address up to date

Advise us immediately when your company's registered office address changes as this is where we send all our correspondence, including filing reminders.

Remember a missed deadline can lead to a late filing penalty – of up to £5000.

It's YOUR company record

Make sure ALL of the details we hold on your company are up to date.

Following incorporation you may need to change:

- director and secretary details – especially if your company has been set up with temporary officers
- accounting reference date – if the date set for you is not suitable.

Check and amend these free of charge at www.companieshouse.gov.uk

Annual accounts filing

All companies must file accounts – even dormant ones. Private companies have to file these within 10 months of their accounting reference date.

Audit-exempt accounts can be filed online. Visit www.companieshouse.gov.uk/link/eaccounts

Annual return filing

On the anniversary of incorporation you'll be reminded to file an annual return as mentioned overleaf. This is NOT the same as your annual accounts. Visit

www.companieshouse.gov.uk/363efiling

Filing a range of documents

Whether you file your own information or use an agent – you can now electronically file: changes to directors, secretary, registered office, share capital and accounting reference date.

You can also save money by filing your annual return online.

Get ready for tax

Contact HM Revenue & Customs now – even if your company isn't active yet. The New Company Details form CT41G they sent you tells you what to do. You can get another copy at www.hmrc.gov.uk and other information about tax there and at www.businesslink.gov.uk/startup.

Finding company information online

Check the details of over 2.5 million companies, using...

1. WebCheck

For free information and options to purchase company documents and reports using a credit or debit card.

2. Companies House Direct

A subscription service with access to a wider range of information, including our image database with over 12 years of downloadable documents.

www.companieshouse.gov.uk

One handy piece of paper to keep on your desktop

How to start WebFiling.

- Visit www.companieshouse.gov.uk and select the WebFiling link.
- From the 'Welcome' screen click 'continue' to enter the 'Sign in and registration' screen.
- New customers follow the three step registration process:
 1. apply for a **security code** (enter your email address)
 2. apply for an **authentication code** (enter your company number)
 3. confirm registration details provided and check registered office
- We then email your security code straight back to you and send the company authentication code to the company's registered office address by 1st class post (allow 5 working days).

When you're ready to file online. You can sign in and change your email address, security code and company authentication code at any time, on the 'My Account Details' and 'Company Registration Details' pages.

How to combat corporate identity fraud.

Theft of a company's identity involves fraudulent changes to the company's directors and registered office details. Goods or services may then be ordered on credit, sold, but never paid for. The company then has to sort out the aftermath.

There are three ways to help prevent fraud happening:

1. Register for **WebFiling**. Get your security and authentication codes.
2. Sign up to **PROOF** (PROtected Online Filing). We will then only accept changes you make electronically to address and directors' details. We will not accept any of these documents on paper unless you authorise it.
3. Sign up to **Monitor**. Keep an eye on your own company and any documents filed with Companies House.

For more information, please visit www.companieshouse.gov.uk