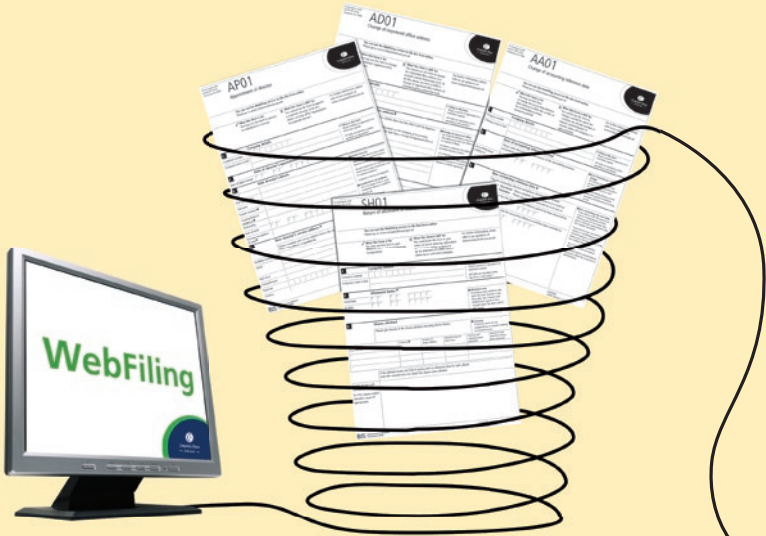


## The Quick Guide to online filing



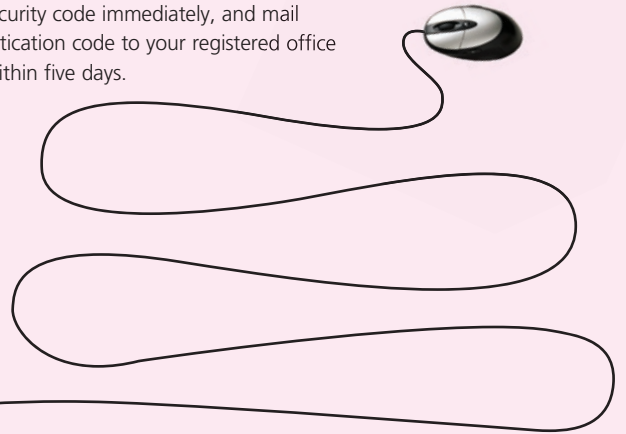
or how to put paper forms  
where they belong

## How to get your business **WebFiling**

We've put together this step-by-step **WebFiling** guide to some of the main forms you're likely to file with us. Keep it handy when you visit our **WebFiling** service at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

### **How to register**

You or your accountant can register your company for **WebFiling** by entering details online. We'll email a security code immediately, and mail an authentication code to your registered office address within five days.



## Make a note of your **key filing dates**

You need to remember the dates when you must file annual accounts and returns with us. You can check these for free on our website using **WebCheck**.

### 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.

## How to file changes to **accounting reference dates** online

**(AA01) Change of accounting reference date**

Company Number	01234567
Company Name	SAMPLE COMPANY

This submission can be used to change the accounting reference date relating to either the **previous** accounting period.

You **may not** change a period for which the accounts are already overdue.  
You **may not** extend a period beyond 18 months unless the company is in administration.  
You **may not** extend any period more than once in five years (five accounting periods) unless so.

**Please select which accounting reference date you want to change**

current accounting period 30/09/2010

immediately previous accounting period 30/09/2009

Please enter the date you want the accounting accounting period to end (ddmm/yy)  (see note 1)

You may only extend a period more than once in five years if one of the following provisions (note 2):

1. the company is in administration, or
2. you have specific approval of the Secretary of State, or
3. you are extending the company's accounting reference period to align with that of a undertaking established in the European Economic Area (EEA)

If you are extending a period more than once in five years, please select the corresponding number of the provision (as listed above) on which you are relying

If you have indicated that you have approval by the Secretary of State (option 2) to extend the period more than once in five years, please enter the code provided on your Secretary of State authorisation letter (4 characters):

### Change of accounting reference date – AA01

Select the accounting period you want to change.

Enter the new end date of the accounting period.

Make sure you are eligible to change by checking the on-screen notes.

## How to file **director** and **secretary** changes online

**(AP01) Appointment of director**

<b>Company Number</b>	01234567
<b>Company Name</b>	SAMPLE COMPANY

**Details of new director**

Date of appointment (dd/mm/yyyy)

Date of Birth (dd/mm/yyyy)

Title

Forename

Other Forename (s)

Surname

Country/State of residence  See note 1.

Other Country/State

(details of 'Country/State of residence' must correspond with the res)

Nationality

Business Occupation

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**Former names (See note 2).**

Former forename

Other former forename(s)

Former surname

### Appointment of a director or secretary – AP01 or AP03

Enter basic information about the new officer. Provide both a service and residential address. Only the service address will appear on the public record.

They need to give you 'consent to act' using any 3 of the following for you to enter:

- Town of birth
- Telephone number
- Eye colour
- Last 3 digits of NI or passport number
- Mother's maiden name
- Father's first name

('Consent to act' information is NOT disclosed on the public record)

**Terminating appointment of Director or Secretary (TM01, TM02)**

<b>Company Number</b>	01234567
<b>Company Name</b>	SAMPLE COMPANY

The address details displayed are service addresses or registered (or principal) office of corporate bodies.

Please select an appointment (see note 1)

OTHER A/N	DIRECTOR
Crown Way Cardiff CF14 3UZ	<b>Appointed</b> 01/01/1994
	<b>Occupation</b> Managing Director
	<b>Nationality</b> British
<b>Date of Birth</b> 22/08/1949	<b>Country/State of residence</b> United Kingdom

### Resignation of a director or secretary – TM01 or TM02

### Change of director or secretary's details – CH01 or CH03

These changes are very similar.

We display all your current secretary and director details.

You simply choose the details you want to change and confirm the date of the change. No 'consent to act' data is required.

**Note:** Select AP02 or AP04 to appoint a corporate director or corporate secretary, e.g. a company, and CH02 or CH04 for changes to a corporate director or corporate secretary.

## How to file **address changes** online

**(AD01) Change of Registered Office Address**

Company Number	01234567
Company Name	SAMPLE COMPANY

**Current Address:**  
OTHER A/N  
Crown Way  
Cardiff  
CF14 3UZ

Please enter the new details. See note 1.

Care of Name (if part of address)

PO Box No (if part of address)

Country

Postcode

Building Name/No.

Address Line 1

### Change of registered office address – AD01

### Single Alternative Inspection Location (SAIL) – AD02, AD03, AD04

These separately involve change of addresses and can be done online by simply entering the new details, including postcode and country.

Where your company has a SAIL address indicate here the registers held at this address.

## How to file a return of **allotment of shares** online

**Add allotment**

Company Number	01234567
Company Name	SAMPLE COMPANY

All fields must be completed unless otherwise specified

Currency	GBP - Pound Sterling
Class of share	Ordinary A
Number of shares allotted	<input type="text"/>
Nominal value of each share	<input type="text"/>
Amount paid (including share premium)	<input type="text"/>
Amount unpaid (including share premium)	<input type="text"/>
Details of non-cash consideration (optional)	<input type="text"/>

### Allotment of shares – SH01

Provide currency and class of each share. Enter the number of shares allotted, value, amount paid on each share and the date of the allotment. Updates will reflect in the 'statement of capital' for that currency.

Enter details of the prescribed particulars of rights attached to the share. See overleaf.

# How to file **annual returns** online

Share Capital				
Registered Address Details	Location of Company Registers	Company Officers	SIC	Capital
Company Number	01234567			
Company Name	SAMPLE COMPANY			
Data for Annual Return made up to 24/02/2010				
The submitted form should reflect the company's statement of capital at the date of				
All electronically filed capital information that is accepted, will be placed on our record WebFiling Annual Return.				
Currency:	GBP - Pound Sterling			
Class of share:	Ordinary A			
Amount paid up on each share:	1.000000			
Amount unpaid on each share:	0.000000			
Number of shares:	5367			
Aggregate nominal value:	5367.000000			
Prescribed particulars (of rights attached to shares)	ORDINARY VOTING A (To view full description select 'Amend / update capital')			
<input type="button" value="UPDATE / AMEND CAPITAL"/>		<input type="button" value="REMOVE CAPITAL"/>		
Currency:	GBP - Pound Sterling			
Class of share:	Ordinary B			
Amount paid up on each share:	1.000000			
Amount unpaid on each share:	0.000000			

## Annual Return – AR01

We display your company details on screen for you to amend or confirm including:

- Your registered office address
- Your company officers
- Your nature of business (provide this as a SIC for the first time on your first annual return)
- Your capital and shareholder details including prescribed particulars, commonly contained in the Articles of Association for a company. Note: For the simplest form of private company using the standard model articles the statement could be "each share is entitled to one vote in any circumstances".

Contact details and authorisation
If there is a query on your filed information, we will contact you by email at the
<input type="text"/>
Please ensure this email address is correct
If required, an alternative email address and/or contact details can be provided submission only
Forename: <input type="text"/>
Surname: <input type="text"/>
Telephone Number: <input type="text"/>
The position of the person authorising the submission of the information will be as follows: (See note 2)
Director, Secretary, <b>Person authorised</b> , Administrator, Administrative receiver, Financial receiver, Commission receiver and manager, CIC manager, Judicial Factor or Liquidator

## Annual Return – AR01

We will send confirmation to the email address linked to your security code. You can also provide alternative contact details.

Make a note of the reference number on the following 'Payment Options' screen.

Pay the £15 fee either by credit/debit card or if you file for a number of companies you can open an account.



## How to file **accounts** online

The screenshot shows the 'Balance Sheet' section of the Companies House filing process. At the top, there are tabs for 'Intro', 'Title', and 'Balance Sheet', with 'Balance Sheet' selected. Below the tabs, the company name 'SAMPLE COMPANY' and 'Registered Number 01234567' are displayed. The main heading is 'Balance Sheet as at 30 April 2009'. A dropdown menu for currency is set to 'GBP'. A note states: 'Please select required currency' and 'Ensure all asterisked boxes contain data. Only complete boxes relevant to your accounts.' The form includes several input fields: 'Called up share capital not paid', 'Current assets', 'Cash at bank and in hand', 'Net assets', 'Authorised share capital', 'Issued share capital', and 'Total shareholders funds'. Each of these fields has a small 'i' icon next to it. Below the main form, there is a 'NOTES' section with a 'First Year Accounts' checkbox. A text entry field contains: '1. During the year the company allotted [ ] ordinary shares with an aggregate nominal value of £ [ ] the consideration received by the company was £ [ ]'. At the bottom, there is a 'STATEMENTS' section with a checkbox and a list of four statements (a, b, c, d) regarding the company's exemption from audit.

### Audit exempt abbreviated accounts

### Dormant company accounts – AA02

Check your eligibility to submit the accounts type chosen then download a PDF template.

Inbuilt checks and interactive fields will help you avoid errors and omissions while you complete the template offline.

The template can be saved as a draft at any time and even emailed to colleagues.

Once completed, click on submit button to go back online and send it to us.

## Keep your business **one step ahead**

**PROOF**, our PROtected Online Filing service, adds extra security when filing information with us. Sign up to PROOF via the WebFiling service and we will only accept certain information electronically. This helps reduce identity theft by stopping fraudulent changes by paper forms.

**Monitor** is our service that lets you keep an eye on company changes – your own, competitors and suppliers. Monitor alerts you by email to changes in information being filed with us, from companies you choose.

**WebCheck** gives you free information on over 2.6 million companies and options to purchase further documents and reports using a credit or debit card.

**Companies House Direct** is a subscription service with access to an even wider range of company information, including our image database with over 15 years of downloadable documents.

Visit our website for further information  
[www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)