

GUIDANCE TO PREPARING DORMANT COMPANY ACCOUNTS WHERE THE COMPANY'S ONLY TRANSACTION IS THE ISSUE OF SUBSCRIBER SHARES, AND THE COMPANY IS NOT A SUBSIDIARY.

a. The attached template for dormant company accounts is only suitable for those companies who have never traded, and where the only transaction entered into the accounting records of the company is the issue of subscriber shares.

b. These shares may be fully paid, partly paid or unpaid: any paid element should be shown as "Cash at Bank and in hand", any unpaid element shown as "Called up share capital not paid".

c. The first years' accounts should include note 2 (required by paragraph 39 of Schedule 4 to the Companies Act 1985), thereafter this note should be deleted.


d. For these purposes a company is defined as being dormant if no accounting transactions have occurred, other than the allotting of shares to the subscribers to the memorandum, in pursuance of their undertaking in the memorandum, and a special resolution has been passed under Section 250 of the Companies Act 1985.

e. The annual return fee may be omitted from the company records and the annual accounts, if borne by other parties, such as the directors without any right of reimbursement; thus entitling the company to retain its dormant status.

f. The company directors are responsible for preparing and filing accounts at Companies House that comply with the requirements of the Companies Act, and failure to do so may result in prosecution. Should you have any doubt about the company's entitlement to file dormant accounts, or the preparation of those accounts you should seek professional advice.

g. This guidance only applies to the accounts that must be filed with the registrar of companies, and does not cover the accounts that must be prepared for the members.

h. This guidance only advises on the preparation of abbreviated dormant accounts which can be filed at Companies House. It does not advise on the preparation of full accounts for the members.

		<h1>DCA</h1>	
Company Number	00123456		
Company Name in full	A Company Limited		
Balance Sheet as at	30 April 19 97		
	Current Year	Previous Year	
	19 97	19	
	£	£	
Called up Share Capital not paid *	-		
Cash at Bank and in Hand *	100		
NET ASSETS	£ 100	£	
Authorized share capital:			
1000 ordinary shares of £1.00 each			
Issued share capital:			
100 ordinary shares of £1.00 each	100		
SHAREHOLDERS' FUNDS	£ 100	£	

Notes:

- The cost of the annual return fee was borne by the directors without any right of reimbursement.
- During the year the company allotted 100 ordinary shares with an aggregate nominal value of £ 100, the consideration received by the company was £ 100

The company was dormant throughout the financial year.

These accounts were approved by the Board of Directors on 30 July 19 97 and signed on their behalf by:
Director(s)

A. Director

An example:

On 1 April 1996 "A Company" Limited was incorporated, with authorised share capital of 1,000 ordinary shares, of which 100 shares were issued to its sole director. The director paid cash for the shares. The first year accounts are made up to 30 April 1997.

Note:

The total of Net Assets should equal the total of Shareholders' Funds.

* See note b. above

Please Note:

This form is only suitable for dormant companies, where the company's only transaction is the issue of subscriber shares, and the company is not a subsidiary.