

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: FOR FINANCIAL YEARS ENDING ON OR AFTER 26 JULY 2000.

- a. The attached template for dormant company accounts is only suitable for those companies which have never traded and where the only transaction entered into the accounting records of the company is the issue of subscriber shares.
- **b.** 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 year's accounts should include note 1 (required by paragraph 39 of Schedule 4 to the Companies Act 1985), thereafter this note should be deleted.
- d. Dormant companies acting as an agent for any person must state that they have so acted in the notes to the accounts.
- **e.** A fee or penalty raised on the company for the payment of an annual return (form 363) fee, change of name fee, reregistration fee, or late filing penalty may be omitted from the company records and this DCA form if the payment was made by a third party without any right of reimbursement.
- 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 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.

Con	mpanies House			FINANCIAL YEARS ER 26 JULY 2000.	DCA
CHFP000	for the record .				
	Company Number	00123456			
Company Name in full		A Company Limited			
	Balance Sheet as at	30 July 20	00		<u> </u>
		1	-	Current Year	Previous Yea
				2000	
Called up Share Capital not paid (See note b. above)				100	
Cash at Bank and in Hand (See note b. above)					
Odor at Bath and in Hand (************************************				C 100	
NET ASSETS				£ 100	£
Authorised si	,		1 .		
1000	ordinary shares of	£ 1.00	each		
Issued share	capital:		_		
100	ordinary shares of	£ 1.00	each		
SHAREHOLI	DERS' FUNDS		_	£ 100	£
consideration 2. During the year Statements:	ar the company allotted .10 received by the company war the company acted as an	as £ <u>100</u> agent for a pe	 rson - If thi	s applies please tick the b	oox
section 2 (b) Member Compan (c) The direct	rear ended 30 Jt. 249AA(1) of the Companies as have not required the class Act 1985. 25tors acknowledge their respring the company keeps acc	Act 1985. company to of consibility for:	btain an a	udit in accordance with s	
finan 226, .	aring accounts which give a cial year, and of its profit an and which otherwise comply cable to the company.	d loss for the	financiał ye	ar, in accordance with the	requirements of section
These accounts were approved by the Board of Directors on				and, if available, a DX the person Companies there is any query.	ddress, telephone numbe number and Exchange o House should contact i
Director(s)	1 Director			Contact details:	
/				☆	

An example:

On 1 July 1999 "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 July 2000.

Note:

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

Please Note:

This form is only suitable for dormant companies where the company's only transaction is one mentioned in 'a' above and the company is not a subsidiary.

When you have completed and signed the form please send it to the Registrar of Companies at:

Companies House, Crown Way, Cardiff, CF14 3UZ

DX 33050 Cardiff

for companies registered in England and Wales

or

Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB DX 235 Edinburgh

for companies registered in Scotland