

# AA02

## Dormant company accounts (DCA)



You can use the WebFiling service to file dormant company accounts online.  
Please go to [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

☒ **What this is for**  
You may use the AA02 'Dormant company accounts' (DCA) for accounting periods beginning on or after 6<sup>th</sup> April 2008. Please read the guidance in Section 6 before completion.

☐ **What this is NOT for**  
You cannot use the AA02 if the accounting period is 6<sup>th</sup> April 2008.

For further information, please refer to our guidance at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)



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Please complete in typescript or in bold black capitals

All fields are mandatory unless specified or indicated by \*

### 1 Company details

Company number

Company name in full

### 2 Date of balance sheet

Date of balance sheet

### 3 Accounts

	Current Year	Previous Year
Called up share capital not paid	£ ---	£ ---
Cash at bank and in hand	£ 1-00	£ 1-00
Net assets	£ 1-00	£ 1-00
Issued share capital		
Number of shares	Class of shares	
<input type="text" value="1"/>	<input type="text" value="ORDINARY"/> of <input type="text" value="£ 1-00"/> each	<input type="text" value="1-00"/> <input type="text" value="1-00"/>
	Shareholders' fund	£ 1-00 £ 1-00

### Statements

For the below year ending the company was entitled to exemption from audit under section 480 of the Companies Act 2006 relating to dormant companies

For the year ending

#### Directors' statements

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476, and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime

☐ Please tick the box if during the year the company acted as an agent for a person

AA02

## Dormant company accounts (DCA)

<b>4</b>	<b>Date of approval of accounts ①</b>	
Approval of accounts	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">d</div> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">d</div> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">m</div> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">m</div> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">y</div> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">y</div> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">y</div> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">y</div> </div>	<b>① Please insert the date the accounts were approved by the board of directors</b>

<b>5</b>	<b>Director's signature and name ②</b>	
Signature	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">Signature</div> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">X</div> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">X</div> </div>	<b>② Please insert the director's signature and director's name</b>
Director's name	MR P K. BUNDEY	

<b>6</b>	<b>Guidance</b>	
	<p><b>This guidance is on preparing dormant company accounts for a company limited by shares where its only transaction is the issue of subscriber shares and the company is not a subsidiary for financial years beginning on or after 6<sup>th</sup> April 2008</b></p> <p><b>a</b> The attached template for dormant company accounts is only suitable for those companies limited by shares which have never traded and where the only transaction entered into the accounting records of the company is the issue of subscriber shares</p> <p><b>b</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"</p> <p><b>c</b> Dormant companies acting as an agent for any person must state that they have so acted in Section 3</p> <p><b>d</b> A fee or penalty raised on the company for the payment of an annual return fee, change of name fee, reregistration fee, or late filing penalty may be omitted from the company records and this DCA—if the payment was made by a third party without any right of reimbursement</p> <p><b>e</b> 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</p> <p><b>f</b> 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</p>	<p><b>Please Note</b> The total of Net Assets should equal the total of Shareholders' Funds</p> <ul style="list-style-type: none"> <li>- The DCA 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</li> <li>- Do not use the DCA if your company is a charity or is limited by guarantee or has no shares</li> <li>- Do not use the DCA if preparing accounts in accordance with International Accounting Standards (IAS)</li> </ul>