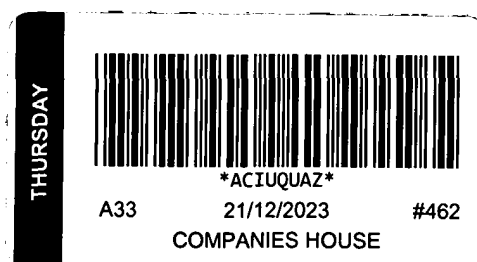

B-SIDE MULTI MEDIA FESTIVAL COMMUNITY INTEREST COMPANY
(A company limited by guarantee)

UNAUDITED
ANNUAL REPORT AND FINANCIAL STATEMENTS
INFORMATION FOR FILING WITH THE REGISTRAR
FOR THE YEAR ENDED 31 MARCH 2023



B-SIDE MULTI MEDIA FESTIVAL COMMUNITY INTEREST COMPANY
(A company limited by guarantee)
REGISTERED NUMBER: 07091166

STATEMENT OF FINANCIAL POSITION
AS AT 31 MARCH 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	4	1,945	2,454
		<u>1,945</u>	<u>2,454</u>
Current assets			
Debtors: amounts falling due within one year	5	7,422	3,441
Cash at bank and in hand		75,909	111,334
		<u>83,331</u>	<u>114,775</u>
Creditors: amounts falling due within one year	6	(41,759)	(53,434)
Net current assets		<u>41,572</u>	<u>61,341</u>
Total assets less current liabilities		<u>43,517</u>	<u>63,795</u>
Net assets		<u><u>43,517</u></u>	<u><u>63,795</u></u>
Reserves			
Income and expenditure account		43,517	63,795
		<u>43,517</u>	<u>63,795</u>

The directors consider that the Company is entitled to exemption from audit under section 477 of the Companies Act 2006 and members have not required the Company to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with the provisions of FRS 102 Section 1A - small entities.

The financial statements have been delivered in accordance with the provisions applicable to companies subject to the small companies regime.

The Company has opted not to file the income statement in accordance with provisions applicable to companies subject to the small companies' regime.

The financial statements were approved and authorised for issue by the board and were signed on its behalf by:

B-SIDE MULTI MEDIA FESTIVAL COMMUNITY INTEREST COMPANY

(A company limited by guarantee)
REGISTERED NUMBER: 07091166

STATEMENT OF FINANCIAL POSITION (CONTINUED)
AS AT 31 MARCH 2023



R Taylor-Summerson
Director

Date: 19/12/23

The notes on pages 3 to 7 form part of these financial statements.

B-SIDE MULTI MEDIA FESTIVAL COMMUNITY INTEREST COMPANY
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

1. General information

B-Side Multi Media Festival Community Interest Company is a private company limited by guarantee incorporated in England and Wales. The registered office is 77 Fortuneswell, Portland, Dorset, DT5 1LY.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention unless otherwise specified within these accounting policies and in accordance with Section 1A of Financial Reporting Standard 102, the Financial Reporting Standard applicable in the UK and the Republic of Ireland and the Companies Act 2006.

The following principal accounting policies have been applied:

2.2 Income and expenditure

Income and expenses are included in the financial statements as they become receivable or due.

Expenses include VAT where applicable as the company cannot reclaim it.

2.3 Government grants

Grants are accounted under the accruals model as permitted by FRS 102. Grants relating to expenditure on tangible fixed assets are credited to profit or loss at the same rate as the depreciation on the assets to which the grant relates. The deferred element of grants is included in creditors as deferred income.

Grants of a revenue nature are recognised in the Income statement in the same period as the related expenditure.

2.4 Pensions

Defined contribution pension plan

The Company operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the Company pays fixed contributions into a separate entity. Once the contributions have been paid the Company has no further payment obligations.

The contributions are recognised as an expense in profit or loss when they fall due. Amounts not paid are shown in accruals as a liability in the Statement of financial position. The assets of the plan are held separately from the Company in independently administered funds.

B-SIDE MULTI MEDIA FESTIVAL COMMUNITY INTEREST COMPANY
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

2. Accounting policies (continued)

2.5 Taxation

The majority of the company's activities are exempt from corporation tax, it being a company not carrying on a business for the purposes of making a profit, however, tax is payable on the company's trading income.

The tax currently payable is based on taxable profit for the year. Taxable profit differs from net profit as reported in the profit and loss account because it excludes items of income or expenses that are taxable or deductible in other years and it further excludes items that are never taxable or deductible. The company's liability for current tax is calculated using tax rates that have been enacted or substantively enacted by the reporting end date.

2.6 Tangible fixed assets

Tangible fixed assets under the cost model are stated at historical cost less accumulated depreciation and any accumulated impairment losses. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

At each reporting date the Company assesses whether there is any indication of impairment. If such indication exists, the recoverable amount of the asset is determined which is the higher of its fair value less costs to sell and its value in use. An impairment loss is recognised where the carrying amount exceeds the recoverable amount.

Depreciation is charged so as to allocate the cost of assets less their residual value over their estimated useful lives, on a reducing balance basis.

Depreciation is provided on the following basis:

Plant and machinery	-	25% reducing balance
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The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, or if there is an indication of a significant change since the last reporting date.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in profit or loss.

2.7 Cash and cash equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

2.8 Financial instruments

The Company has elected to apply the provisions of Section 11 "Basic Financial Instruments" of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Company's Statement of financial position when the Company becomes party to the contractual provisions of the instrument.

B-SIDE MULTI MEDIA FESTIVAL COMMUNITY INTEREST COMPANY
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

2. Accounting policies (continued)

2.8 Financial instruments (continued)

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include trade and other receivables, cash and bank balances, are initially measured at their transaction price including transaction costs and are subsequently carried at their amortised cost using the effective interest method, less any provision for impairment, unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest.

Discounting is omitted where the effect of discounting is immaterial. The Company's cash and cash equivalents, trade and most other receivables due with the operating cycle fall into this category of financial instruments.

Financial liabilities

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the Company after the deduction of all its liabilities.

Basic financial liabilities, which include trade and other payables, bank loans and other loans are initially measured at their transaction price after transaction costs. When this constitutes a financing transaction, whereby the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Discounting is omitted where the effect of discounting is immaterial.

Debt instruments are subsequently carried at their amortised cost using the effective interest rate method.

Trade payables are obligations to pay for goods and services that have been acquired in the ordinary course of business from suppliers. Trade payables are classified as current liabilities if the payment is due within one year. If not, they represent non-current liabilities. Trade payables are initially recognised at their transaction price and subsequently are measured at amortised cost using the effective interest method. Discounting is omitted where the effect of discounting is immaterial.

3. Employees

The average monthly number of employees, including directors, during the year was 5 (2022 - 6).

B-SIDE MULTI MEDIA FESTIVAL COMMUNITY INTEREST COMPANY
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

4. Tangible fixed assets

	Plant and machinery £
Cost or valuation	
At 1 April 2022	5,172
Additions	139
At 31 March 2023	<u>5,311</u>
Depreciation	
At 1 April 2022	2,718
Charge for the year on owned assets	648
At 31 March 2023	<u>3,366</u>
Net book value	
At 31 March 2023	<u><u>1,945</u></u>
At 31 March 2022	<u><u>2,454</u></u>

5. Debtors

	2023 £	2022 £
Trade debtors	5,289	2,625
Prepayments and accrued income	2,133	816
	<u><u>7,422</u></u>	<u><u>3,441</u></u>

B-SIDE MULTI MEDIA FESTIVAL COMMUNITY INTEREST COMPANY
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

6. Creditors: Amounts falling due within one year

	2023 £	2022 £
Trade creditors	3,853	1,198
Other creditors	37,906	52,236
	<u>41,759</u>	<u>53,434</u>

Included in other creditors is £36,948 in respect of Arts Council grants for various projects and events held in 2023, including the 2023 B-Side festival.

7. Company status

The company is limited by guarantee and consequently does not have share capital. The liability of the members is limited, subject to an undertaking by each member, to contribute to the net assets or liabilities of the company on winding up such amounts as may be required not exceed £1.

b-side's progress towards its intended outcomes

A summary of our evaluation report, May 2023

This summary report looks at what b-side achieved in 2022-23 for the Isle of Portland and for the creative professionals, audiences and participants with whom it worked. It was an exceptional year for funding partnerships, with grants from Dorset Council, Arts Council England, the National Lottery Heritage Fund and the British Council, and sponsorship, in cash and in kind, from Pennsylvania Castle Estate, Agincare and Sweet Hill Farm Nearly Wild Camping.

Twenty-three Portland organisations and 37 volunteers, mostly from Portland, worked with b-side during the year. Half of the participants in b-side festival in September 2022 and most of the participants in its other activities live on the island all or some of the time. Fifteen artists from Portland and elsewhere (including nine from eight other countries) received commissions or contracts in 2022-23 and 22 Portland artists took part in the festival fringe, on a voluntary basis.

b-side is a small organisation always seeking to do better. At the start of 2022, the scale and diversity of its programme, the number of funders and partners involved and the need to re-set after Covid suggested that an independent evaluation would help it to understand more about the difference it is making. b-side worked with evaluators Phyllida Shaw and Kathryn Standing and this summary report is based on their findings.

A programme with five strands

In 2022-23, b-side's programme comprised five strands, unified by the single theme of Common Lands. Common Lands presents Portland as a microcosm of some of the big global issues facing people's relationship to and with the land.

b-side festival

A four-day festival of commissioned artwork, hands-on workshops, exhibitions, screenings, sound work, theatre, live music, walks/wheels, talks, discussion, closing with a parade

This Land

A two-year project in which volunteers are researching two at-risk heritage sites – the remains of a Tudor cottage in Brandy Row, in Chiswell and 'the Last Landscape' of Portland Bill. Four artworks have been commissioned in response to the two sites and will be shared at the 2023 festival. The artists are (for Brandy Row) Knead and Heinrich and Palmer and (for Portland Bill) Emily Tracy and Wildworks. Together, the research and commission are designed to increase awareness of these at-risk sites and promote local involvement in the decisions made about their future. The National Lottery Heritage Fund is the main funder.

That Other Place

A queer-led programme through which international artists are commissioned to make work (on the theme of Common Lands) that can be enjoyed by audiences in a physical location, or online. Reflecting the theme of Common Lands. For the 2022 festival, the Pakistani-born,

UK-based artist Babar Suleman was commissioned to make an augmented reality work and film. That Other Place has been developed by b-side with Creatives Garage (based in Nairobi, Kenya). In 2022 it was supported by a British Council International Collaboration Grant.

Who Do We Think We Are?

A programme about place, identity and belonging. In 2022 this included a community portrait and sound project to mark Her late Majesty the Queen's Platinum Jubilee (funded by Arts Council England) and two commissions for the festival – a sound and poetry work by Belinda Zhawi and an installation of film and live music by Ioannis Panagiotou and Danjuole Lingyte.

New Artists, New Curators

This programme (now called New Creatives) is designed to diversify the cultural sector workforce and people from low-income households are strongly encouraged to apply. In 2021, five artists and five curators early in their careers and wanting to work in community-driven, site-responsive ways, took part a year-long programme of training and mentoring with b-side. They had the opportunity to put what they had learned into practice at the 2021 and 2022 festivals.

The difference b-side is trying to make

Through its activities, b-side is trying to make a difference to Portland and the wider world and it is supported by funders who share its ambition. In 2022-23, b-side's main funders were Dorset Council, Arts Council England, the National Lottery Heritage Fund and the British Council.

This table begins with the three outcomes b-side was working towards in 2022-23 and then lists a further 14 outcomes it has been helping its funders achieve. There are many similarities and overlaps between these but it is helpful to have see the funders' individual priorities. This summary report focuses on b-side's three outcomes. Individual reports have been prepared for each funder.

The organisation	The outcomes it is aiming to achieve
b-side	1. There is greater local recognition of the importance of culture and creativity in their own right, and of their role in the health and wellbeing of individuals and communities.
	2. More people living and/or working on Portland are participating in arts and heritage activities, working with each other, acquiring new interests and skills and contributing to the decisions that promote and protect the island's culture, environment and heritage.
	3. b-side is a socially, environmentally and financially sustainable organisation, attracting supporters, collaborators and commentators from well beyond its physical borders.
Dorset Council	4. Dorset's arts, heritage & cultural offer is accessible to everyone and more people are regularly engaging with it.

	5. More creative programmes are co-designed and co-produced with communities.
	6. The cultural workforce is more diverse in every way, and better supported.
	7. There is more evidence of the impact of Dorset's cultural sector.
Arts Council England	8. People have improved access to a full range of cultural opportunities.
	9. b-side is working collaboratively through place-based partnerships.
	10. b-side is supporting and involving communities in high-quality culture, improving health and well being, building skills and capacity in the cultural sector, and growing its economic impact.
	11. b-side is connecting people and places, including diaspora communities, nationally and internationally.
The British Council	12. There is greater knowledge on the island of international arts and culture.
	13. Queer communities have more platforms for sharing their work
	14. International artists have more opportunities to collaborate.
National Lottery Heritage Fund	15. Creative processes are deepening people's engagement with their heritage and amplifying what people want to say.
	16. People have developed skills, and knowledge of the heritage of the island, leading to change in ideas and actions.
	17. Stronger community connections have increased people's involvement in decision making, and improved health and wellbeing.

b-side's outcomes in 2022-23

The information on which this report is based was collected through surveys, feedback cards, comments books, interviews and observation. In collecting data from artists and audiences, b-side aims to strike a balance between being the welcoming, inclusive hosts of an activity and needing to know who is taking part, why and what they thought of the experience. This is a summary of what b-side has learned, with a selection of the evidence.

1. There is greater local recognition of the importance of culture and creativity in their own right, and of their role in the health and wellbeing of individuals and communities.

In 2022-23, b-side worked with more than a dozen Portland organisations whose business is some aspect of health and well being, including education. b-side's encouragement of walking and wheeling between festival venues, the provision of pre-booked trishaws, the guided walks, talks and tours combine creativity and culture with physical and mental health and well being. Despite the rough weather, visitors to the festival in 2022 commented on the joy of being able to roam the island in search of installations, exhibitions, screenings,

workshops and drop-ins. They relished being outdoors, enjoying the company of others, in contrast to the isolation and disconnectedness that some had experienced during the pandemic.

Here is one example of b-side's involvement in a partnership project that promoted health and wellbeing of Portlanders during the year. In spring 2022, one of b-side's long-standing partners, Island Community Action made a successful bid to Dorset Community Foundation for funding (provided by Arts Council England) for *Souvenirs of Place and Love*, a project to celebrate Her late Majesty the Queen's Platinum Jubilee. b-side was responsible for the creative content of the project.

Photographer Richard Tomlinson was commissioned to take portraits of Portlanders, with an object that was special to them, or posing with prop they chose from a selection made by textile artist Antje Rook. The photographs were then transferred on to pieces of china (a plate, a bowl, a mug) and for the festival, the collection was displayed on a long, white-clothed, table, at St George's Centre. Audio producer Jo Tyler recorded people's stories to create a soundtrack, which played on a loop in the background.

'It's about celebrating the island and the communities that live on the island,' explained Kim Willcocks, Chief Executive of ICA. Local visitors to the exhibition enjoyed spotting faces they recognised and in some cases themselves: 'I thought it was a very nice collection of memories,' one visitor said. 'Nice to see so many faces all in one place with some that I recognised.' Another commented: 'Great to see the picture of me and my cornet on the mug and also to hear myself playing *The Last Post* on the soundtrack! My band, Weymouth Concert Brass, will play later at the parade.'

b-side's programme is largely free and where there has to be a charge, ticket prices are modest. This makes activities financially accessible to most people on Portland.

2. More people living and/or working on Portland are participating in arts and heritage activities, working with each other, acquiring new interests and skills and contributing to the decisions that promote and protect the island's culture, environment and heritage.

This Land, b-side's two-year heritage and arts project, funded by NLHF, is a fine illustration of how b-side is achieving this outcome. b-side has formed new partnerships with local groups that share its concern for the future of the island's built and natural environment. These groups are supporting the different elements of the project (the research and the four artist commissions) and contributing to the events in which findings and progress reports are being shared.

A small group of community research volunteers, recruited in spring 2022, have been trained by a research facilitator in heritage research methods. These have learned to use live and online sources and to interpret official registers and reports, private correspondence and notes, maps and plans. Some have also been trained in recording oral histories. They have visited Dorset History Centre and Portland Local & Family History Centre and have pursued individual and shared lines of enquiry. Some have discovered a personal connection with a

place and have reconnected with local family members. Their work in progress has been shared in exhibitions, walks and talks and is increasing public and political awareness of the need for decisions about the future of either site to be informed by their history and by a current assessment of the risk to their heritage.

A larger number of Portlanders have contributed to the development of the four artworks commissioned as part of This Land, all of which will feature in the 2023 festival. Two of artists Emily Tracy and Knead (comprising Leonie Rousham and Ishwari Bhalerao) began to work up their ideas during the 2022 festival. Knead hosted a drop-in at Chiswell Walled Garden, 300 metres from the remains of the cottage on Brandy Row. They invited visitors to walk the route from the garden to the house listening and looking and making recordings, rubbings, drawings to a map of this strip of land. Emily Tracy was based in the Bird Observatory Bookshop on Portland Bill. Visitors were invited to select and cut out pictures of birds from redundant bird books and to look at the data on changing patterns of bird migration to and from the island. *'I really enjoyed my visit here and loved making a bird,'* wrote one visitor in the comments book. *'Emily and Elaine [a volunteer] were very inviting and interesting and I look forward to seeing the work next year. And I've never in all my 29 years [on the island] visited the bird observatory.'*

3. b-side is a socially, environmentally and financially sustainable organisation, attracting supporters, collaborators and commentators from well beyond its physical borders.

b-side depends on the interest, good will and active involvement of the island community in which it is based. Its relationships with public, private and voluntary sector organisations (as co-producers, suppliers and supporters) and with individuals (as creative practitioners, volunteers and audiences) are vital to the achievement of its goals.

Local relationships

The recruitment, in 2022, of a well networked Chair, who is CEO of a business based on Portland (Agincare) and the appointment of a Community Projects Coordinator who lives on the island, are both likely to increase b-side's social capital. The Pennsylvania Estate remains b-side's main local sponsor (2022 was the second year of a three-year agreement) and the festival programme contained this warm endorsement: *'b-side is a wonderful community investment and we are very proud to be able to support such an amazing festival on the island.'*

Artists want to work with b-side

In November 2022, b-side was granted a further three years as an Arts Council England National Portfolio Organisation (2023-26). This was an endorsement of the quality of the programme and of the strength of b-side's relationships with places and people. Artists working with b-side in 2022-23 (some for the first time) were inspired by it in different ways and their feedback can give b-side confidence that it will continue to attract artists to make work in this unique setting. This comment from Penny Newell (the poet and climber who created *Poetry Ledge* for the 2022 festival) echoes the comments of others: *'It was a very special and unique opportunity. There is no other way I could have realised the work or carried out the project with any other team or in any other setting. Unique would be an*

understatement. Penny is referring here not only to the setting but to the support she received from b-side to realise her idea.

Environmental sustainability

Awareness of and concern for the environment are fundamental to b-side's operation and the b-side does what it can to minimise its carbon footprint, while maintaining the standards of programming, presentation and participation expected of it by its supporters. The quality of its designed and printed materials remains high. The 2022 festival saw the return of the rickshaws to pedal visitors from site to site, and walking and wheeling, or cycling are encouraged.

Financial sustainability

To ensure its financial sustainability, b-side's priority is working hard to secure the unrestricted funds needed to meet its day to day running costs. Its three-year agreements with Arts Council England and Dorset Council both contribute to these costs and where possible, fifteen percent of each project grant is reserved for this purpose, but there is still a shortfall. Portland and Weymouth together are among the most deprived areas in Dorset, and parts of Portland are in the top 20% of deprived areas in England. b-side is determined to ensure that its programme remains financially accessible and most events will continue to be free or low cost.

As b-side's reputation grows, it will begin to attract grants and donations from new sources (public, charitable, corporate and individual). Its values and creativity, entrepreneurial spirit, effective project management and openness to sharing what it learns from each project are all in its favour and every grant and donation has the potential to lever another.

In 2023-24, b-side is looking forward to working with Dorset Council, Arts Council England and NLHF, and with its local partners, to continue to make a difference.

200718/15

CIC 34

Community Interest Company Report

For official use
(Please leave blank)

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*Please
complete in
typescript, or
in bold black
capitals.*

**Company Name in
full**

B-Side MultiMedia Festival Community Interest
Company

Company Number

07091166

Year Ending

31/03/2023

(The date format is required in full)

Please ensure the company name is consistent with the company name entered on the accounts.

This template illustrates what the Regulator of Community Interest Companies considers to be best practice for completing a simplified community interest company report. All such reports must be delivered in accordance with section 34 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 and contain the information required by Part 7 of the Community Interest Company Regulations 2005. For further guidance see chapter 8 of the Regulator's guidance notes and the alternate example provided for a more complex company with more detailed notes.

(N.B. A Filing Fee of £15 is payable on this document. Please enclose a cheque or postal order payable to Companies House)

PART 1 - GENERAL DESCRIPTION OF THE COMPANY'S ACTIVITIES AND IMPACT

In the space provided below, please insert a general account of the company's activities in the financial year to which the report relates, including a description of how they have benefited the community.

A social audit report covering these points is attached

(If applicable, please just state "A social audit report covering these points is attached").

(Please continue on separate continuation sheet if necessary.)

PART 2 – CONSULTATION WITH STAKEHOLDERS – Please indicate who the company's stakeholders are; how the stakeholders have been consulted and what action, if any, has the company taken in response to feedback from its consultations? If there has been no consultation, this should be made clear.

A social audit report covering these points is attached

(If applicable, please just state "A social audit report covering these points is attached").

PART 3 – DIRECTORS' REMUNERATION – if you have provided full details in your accounts you need not reproduce it here. Please clearly identify the information within the accounts and confirm that, "There were no other transactions or arrangements in connection with the remuneration of directors, or compensation for director's loss of office, which require to be disclosed" (See example with full notes). If no remuneration was received you must state that "no remuneration was received" below.

The following Directors received pay for professional work undertaken as follows:

Rocca Holly-Nambi	£33999.96
Sally Watkins	£19833.36
Amanda Wallwork	£ 17784.66

PART 4 – TRANSFERS OF ASSETS OTHER THAN FOR FULL CONSIDERATION – Please insert full details of any transfers of assets other than for full consideration e.g. Donations to outside bodies. If this does not apply you must state that "no transfer of assets other than for full consideration has been made" below.

No transfer of assets other than for full consideration has been made.

(Please continue on separate continuation sheet if necessary.)

PART 5 – SIGNATORY (Please note this must be a live signature)

(DD/MM/YY)

The original report must be signed by a director or secretary of the company

Signed



Date

19/12/23

Please note that it is a legal requirement for the date format to be provided in full throughout the CIC34 report.

Applications will be rejected if this information is incorrect.

Office held (delete as appropriate) Director/Secretary

You do not have to give any contact information in the box opposite but if you do, it will help the Registrar of Companies to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Tel	
DX Number	DX Exchange

When you have completed and signed the form, please attach it to the accounts and send both forms by post to the Registrar of Companies at:

For companies registered in England and Wales: Companies House, Crown Way, Cardiff, CF14 3UZ
DX 33050 Cardiff

For companies registered in Scotland: Companies House, 4th Floor, Edinburgh Quay 2, 139
Fountainbridge, Edinburgh, EH3 9FF DX 235 Edinburgh or LP – 4 Edinburgh 2

For companies registered in Northern Ireland: Companies House, 2nd Floor, The Linenhall, 32-38
Linenhall Street, Belfast, BT2 8BG

(N.B. Please enclose a cheque for £15 payable to Companies House)