Registered Number 13070957 (England and Wales)

Amended Unaudited Financial Statements for the Year ended 31 December 2022

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11/10/2023 COMPANIES HOUSE

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Company Information for the year from 1 January 2022 to 31 December 2022

Directors

FARRINGTON, Michael John

NEGUS, Matthew Graham

Registered Address

18 Tamar Close

St. Ives

PE27 3JE

Registered Number

13070957 (England and Wales)

Balance Sheet as at 31 December 2022

	Notes	2022		2021	
		£	£	£	£
Current assets					
Debtors		4,462		-	
Cash at bank and on hand		14,467		37,000	
		18,929		37,000	
Creditors amounts falling due within one year		(9,361)		(1,703)	
Net current assets (liabilities)			9,568	_	35,297
Total assets less current liabilities			9,568	_	35,297
Net assets			9,568	_	35,297
Capital and reserves			-		
Profit and loss account		_	9,568	_	35,297
Reserves			9,568		35,297

The company was entitled to exemption from audit for this reporting period under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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. The directors have chosen to not file a copy of the company's profit and loss account.

The members have agreed to the preparation of abridged accounts for this accounting period in accordance with section 444(2A).

The amended accounts are prepared as they were at the date of the original accounts. They replace the original accounts and are now the statutory accounts.

The financial statements were approved and authorised for issue by the Board of Directors on 26 September 2023, and are signed on its behalf by:

NEGUS, Matthew Graham

Director

Registered Company No. 13070957

Notes to the Financial Statements for the year ended 31 December 2022

1. Statutory information

The company is a private company limited by guarantee and registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

2. Compliance with applicable reporting framework

The financial statements have been prepared in compliance with FRS 102 Section 1A as it applies to the financial statements for the period and there were no material departures from the reporting standard.

3. Accounting policies

Revenue recognition policy

Turnover from the sale of goods is recognised when the significant risks and rewards of ownership of the goods have transferred to the buyer. Turnover from the rendering of services is recognised by reference to the stage of completion of the contract. The stage of completion of a contract is measured by comparing the costs incurred for work performed to date to the total estimated contract costs.

Foreign currency translation and operations policy

Transactions in foreign currencies are initially recognised at the rate of exchange ruling at the date of the transaction. At the end of each reporting period foreign currency monetary items are translated at the closing rate of exchange. Non-monetary items that are measured at historical cost are translated at the rate ruling at the date of the transaction. All differences are charged to profit or loss.

4. Employee information

	2022	2021
Average number of employees during the year	1	1



CIC34: CONCRETE ROSE COLLECTIVE CIC

COMPANY NUMBER: 13070957

YEAR ENDING: 31st DECEMBER 2022

CONTINUATION SHEETS

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

SUPPORTED LODGINGS

Supported Lodgings Overview

Over the past year we have effectively establish a 'supported lodgings' scheme in Cambridgeshire. This has included:

Establishing policies and procedures: Given the nature of those we support (young people) and the mechanisms of the scheme (hosting) it is essential that there are rigorous policies and procedures in place to implement best practice and safeguard staff, volunteers, young people and hosts. Over the course of the year we have written, or revised 28, policies that underpin our work. We have also recruited and implemented an 'independent panel' who have the final verdict on host approvals.

Implementing our therapeutic approach: Although some of the work on our therapeutic approach took place in 2021 we have been able to embed this in practical ways over the past year and, where appropriate, fine tune. This approach centres around accommodation with unprecedented levels of wrap around support and a focus on developing and sustaining relational capital. In particular, the expressed aim to create a web of relationships around each individual young person has proved particularly impactful with different individuals and roles (core team staff, host, youth worker) complementing one another and ensuring holistic care. As a part of our constant review of this approach we have made some slight adaptations to the questions that form our bespoke wellbeing assessment to ensure we are getting accurate feedback on progress.

Building profile: We have worked hard to improve our profile - including brand awareness and trust - and effectively overcome a general unawareness of supported lodgings (69% of those in the UK had never heard of supported lodgings). This has included, active social media channels (Facebook, LinkedIn, Twitter and Instagram), appearing in national reports (e.g. "Brimming with potential" (Home for Good) which, in turn, was mentioned in the Children's Review of Social Care), and being profiled in regional and local media (BBC Cambridgeshire, Cambridge Independent, Cambridge Radio 105) alongside printed publicity materials.

Host recruitment. We have delivered a range of host recruitment events including 5 in-person 'open evenings' and regular online interest events. We have also spoken in Sunday services at a range of local churches – including C3, Linton Free Church, St Philips, St Peters Yaxley, All Saints Sawtry, Cottenham Baptist Church, Barnwell Baptist – appeared in a range of parish magazines as well as the press appearances listed above. From these efforts we have three approved hosts who are already supporting young people and a further 6 hosts in process.

Host on-boarding: Each host has been put through a nine-step application process including application form, references, DBS checks (enhanced disclosure), two home visits and home risk



assessment and approval by an independent panel. As a part of this process each host has received 12 hours of training including 9 hours of trauma-informed training delivered by external training providers (KCA and Street Talk).

Building referral routes: We have developed links with a range of professionals including those in statutory services – social workers, early help teams, Young People's Workers (YPWs), youth offending workers, personal advisors – education establishments (e.g. Cambridge Regional College), other housing organisations (YMCA, Salvation Army, CHS Group), and those in the voluntary sector (including Centre 33, Romsey Mill, Baca Charity). As a part of this process we also became an 'approved provider' after completing a quality and monitoring audit with the Commissioning Team at Cambridgeshire County Council (July 2022).

Increasing organisational capacity: Since the start of the year we have added additional volunteer capacity including: 2 additional members of our advisory board (both with extensive experience in the sector), two, half-day admin roles (responsible for 'on-boarding' of hosts), two, 1 day per week, policy development roles and two individuals (including a qualified social worker and an experienced foster carer) to be a part of our independent host approvals panel. Resultantly we now have 19 volunteers contributing to operational delivery.

Growing financial support: Over the past year we have steadily grown our funding base and particularly from local business organisations, faith groups and individual giving. Inevitably, applying for external funding – from grants and trusts – will still be necessary moving forward but having a mixed income stream from a range of different sources very much strengthens our financial position and reduces financial risk.

Placing young people: Within the past 6 months we placed our first young people into supported lodgings accommodation and now have two young people in residence and one on the precipice of moving in. Placement of these young people included careful consideration, with matching based on a number of factors including:

- The beliefs, backgrounds, culture and heritage of the host and the young person
- The risk robust rating of the host and the risks associated with the young person.
- The house/family dynamics including any implications on other children or adults in the host home
- The location of the host home and its suitability for the young person in terms of access to education and support networks etc.
- Any identified preferences of the host and/or young person

Providing ongoing support: Ongoing support to hosts has included weekly check-ins, monthly supervision, 24/7 on-call support, bi-monthly clinical supervision (1 session for each host since placements began). Young people have also received support from our core team - including weekly check-ins, access to funding to buy staple items (including pants, socks, coats, bike locks etc), applications to college bursary funds and assistance to set-up universal credit remittance (including taking the young people to appointments at the Job Centre) - alongside weekly youth work sessions that have focussed on accessing additional youth work activity and vocational options. This has included accompanying young people to job interviews and organising visits to apprenticeship schemes.

Supported Lodgings Beneficiaries



Thus far we have placed two young people (with another about to move in) into supported lodgings placements with more six hosts in the process of being approved. This includes a young women (17) referred by social care due to becoming homeless, and a young man (16) who was in an abusive environment. All of the young people who have been placed experienced additional areas of vulnerability including:

- Social care and/or professional involvement: One of the young people have experience of living in care and were directly referred to us via social care. One of the young people, whilst not having a care history, had, for some time, been supported a Young Person's Worker (YPW) with concerns escalating due to abusive behaviour at home.
- Age profile: All of the young people currently in placement are under 18 years old with associated higher risk of manipulation and exploitation by others.
- Lack of family support: All of the young people have lost at least one of their parents and are estranged from the other. In addition, they have no support networks through wider family or siblings.
- Additional educational needs: One young person operates at an academic level that is below that of his peers and another has English as a second language.

The supported lodgings experience has undoubtedly been transformative for the young people currently in placement. This is also reflected in the feedback from our young people. For example:

- "I was a bit sceptical at first but I've settled in so well. I'd give it 5 out of 5 stars!" Dan* (*name changed)
- "Ever since I have moved in with my hosts, everything began to get easier. I finally had time to study in piece and work towards my goals. My hosts are very nice and respectful people, and I cannot thank them enough for helping me...I also want to thank Concrete Rose as they have helped me through my struggles and motivated me to never give up...They are honestly an amazing team and they have improved my life by a lot." Hanna* (*name changed).

This difference has also been noticeable from the professionals that previously worked alongside these young people. Dan's YPW notes that: "The impact to Dan is awesome. They now experience a loving home that desires Dan to thrive in all they do. It has been an absolute joy to see the outcomes today, and their future potential through the impact of Concrete Rose into their life." In a similar vein, Hanna's social worker states: "After being at risk of homelessness Hanna is thriving now and doing really well since moving in with a host family!".

We have also implemented our bespoke wellbeing assessment tool. Dan, having passed the three-month marker, recently completed this wellbeing assessment with his results compared to his initial responses:

- Environmental wellness: This includes questions around whether the young person feels safe 'at home' and in the 'community' and whether they feel understood and emotionally supported. Dan's scores has moved from an average of 3 out of 5 to 4.4 out of 5 representing a 46% improvement.
- Relational wellness: This focusses on relational connections and particularly whether a young person feels listened to and close to others. Dan moved from an average of 3 to 4.1 out of 5 representing a 36% improvement.
- o Personal wellness: This area focusses on self-esteem and hope for the future with Dan moving from an average of 3.1 to an average of 4; a 29% improvement.



Vocational wellness: This focusses on the young person's feelings of purpose, confidence, and ability to identify their own strengths. Dan moved from 3.6-3.9 in this area representing an 8% increase.

Although only a short timeframe this recognises that a significant difference is being felt by Dan in their sense of safety and security (environmental wellness) and connections to others (relational connections) with some knock-on effects to self-esteem.

As well as for the young people in placement the supported lodgings experience has evidently benefitted the hosts. Having reflected on this in supervision meetings and through questionnaires with hosts, four recurring themes occur:

- Relationships: The lives of the hosts themselves are enriched by the relationship with the young person. Hosts have talked of this "keeping them youthful" and "enjoying spending time with a teenager". In a response to a recent questionnaire about their experiences hosts commented: "So far it has exceeded my expectations in terms of enjoyability, perhaps down to the particular young person we are hosting" and "Our experience has been easier than expected, largely due to a good match with our lodger who engages well with us and our wider family, and who appears to have settled well."
- Purpose: Hosts have reflected on the additional purpose that comes from supporting a young
 person and seeing the difference it can make. For example: "It is very satisfying to feel that
 we are making a difference in her life. It is encouraging to see how she is starting to relax and
 to be able to focus on things other than simply surviving such as her mental wellbeing and
 plans to visit her relatives overseas".
- Skills: Hosts are developing new skills not simply from the training they have received in trauma-informed care but in the day-to-day interactions with the young people e.g. skills in negotiation, teaching, coaching, goal setting, action planning etc. One host recognised the benefits of stepping out of their 'comfort zone': "Yes it is risky but life is so much more exciting when we move out of our comfort zones and it is especially satisfying to do so in a way which can make so much positive difference to someone else." Another recognised the impact on their own faith "offering love and support for a vulnerable young person builds up your own faith".
- New perspectives: Both hosts have also remarked on the insight that hosting have given them
 into the systemic barriers to young people from troubled homes/care and the importance of
 trusted adults which are so often taken for granted. One host couple recognised the
 perspectives this has opened up for their own children and the realisation that the level of
 privilege that they are accustomed to is not the same for every child in the area.

The offering of supported lodgings has also involved, galvanised and enhanced the wider community. For example, both host churches have been involved in indirectly supporting the young people from providing welcome packs to facilitating trips to music concerts. This has encouraged other members of these faith communities to see what their contribution to others may be (even if hosting is not an option). For example, the vicar's wife at one of the churches has signed up to be a volunteer mentor with Concrete Rose.

Supported Lodgings Testimonies

Our initial placements have already proved transformational and exemplify the rationale behind establishing a supported lodgings scheme in the area:



Dan*, a 16 year-old young man, had been a long-term carer for his dad. When his dad passed away, he moved in with his mum and stepfather but this quickly proved to be an unhealthy environment where he was subject to constant verbal, and emotional, abuse. In Dan's own words "I was being verbally abused on a daily basis by my step-father which, sometime, and especially when he was drunk would also include physical abuse." As concerns about his mental health and emotional wellbeing escalated professionals looked for alternative options but were particularly concerned that local hostel environments would be unsuitable given his age and additional vulnerabilities. Dan's Young People's Worker (YPW) made a referral to Concrete Rose and, subsequent to identifying a suitable host and two home visits, Dan moved into supported lodgings in August. The initial priority was to help Dan access and attend into his new college course. Given Dan's preference to cycle to college (around 15 minutes from the host's home) we provided Dan with a helmet, lights, coat and a lock, the local church provided a bike and the host helped Dan to brush up on his cycling skills by weekend visits to a local car park. Dan has now been living with the hosts for three months and has settled in well. He attends a Level 1 catering course at college 4 days per week - with over 90% attendance (despite school attendances previously well below this figure) and recognises the difference a nurturing environment has had on his studies and life: "I used to find it was difficult to concentrate especially at school as I was constantly worried about going back home. Now I feel settled and happy. I've been surprised at how nice they [the hosts] are and it's weird going from being shouted at all the time to not being shouted at at all."

Hanna*, had just turned 17 when referred to us. She had a history of care, having suffered abuse from her step-mum, but had been sofa surfing for a few years. When, due to a breakdown in relationship with a college friend, she was made homeless, she was moved by social care to an adult homeless hostel in Wisbech. This was a traumatic experience. Not only did Hanna feel frightened and alone with risk-taking behaviour all around her - but she was also isolated from, and unable to take part in, important elements in her life including work, college and friendships. This was despite the fact that she was currently in college three days a week (studying a level 3 course in engineering) and also working part-time. Given the gravity of the situation, and Hanna's vulnerability, we moved quickly and, within a week, moved her into an available host family. This proved transformative. Not only was Hanna immediately (the next day) able to return to college but she could reconnect with friends and again start work. Hanna has also thrived in her new environment; supported by hosts, Concrete Rose and youth workers. Along with weekly check-ins, our core team assisted Hanna to sort out her college bus bursary, and universal credit applications. We also provided a coat, bag, helmet, laptop and bike lock to aid her studies. Her hosts have supported her to access guitar lessons, attend local music gigs, and find a work experience placement with a local engineering firm. Youth work sessions have focussed on helping Hanna to obtain ID (including a passport and driving licence) along with developing her plans for the future. This included organising a visit to the skills academy at Marshall Aerospace which gave Hanna an insight into a career in aviation (her particular area of passion) but also enabled her to meet inspirational female role models in the industry. Currently, Hanna Is looking at other job opportunities and has been supported to write a CV and apply for jobs. In a recent review meeting Hanna was asked to reflect a little on her journey and wrote the following piece:

"I am currently 17 years old. I moved to England with my dad when I was 3 years old. Unfortunately, I never got the chance to meet my biological mother as she had a bad alcohol addiction, which is why my father chose to leave her. Once we arrived in the UK, a few months later my father met another woman, a woman I never thought that would ruin my childhood. She was emotionally and physically abusive which caused a huge impact on my mental health. I developed depression, it was really



difficult for me to focus in school, I didn't get the grades that I wanted. I Didn't get time to study as there would be toxic arguments every day. I lost a lot of confidence in myself. I would constantly overthink everything. Ever since I have moved in with my hosts, everything began to get easier. I finally had time to study in piece and work towards my goals. They are very nice and respectful people, and I cannot thank them enough for helping me. I am currently studying level 3 Engineering at CRC (Cambridge Regional College) and I really enjoy it. I am on my final year of college. In the future I want to be an Aerospace Engineer. I am hoping to get an apprenticeship with aerospace Marshalls next year. I also want to thank Concrete Rose as they have helped me through my struggles and motivated me to never give up. The way Concrete Rose work is they help Teenagers like myself who is having trouble at home or end up in a situation like I did and had nowhere to live. They are honestly an amazing team and they have improved my life by a lot."

*Name changed

MENTORING (CARE-EXPERIENCED AND/OR ESTRANGED STUDENTS AT CAMBRIDGE UNIVERSITY)

Overview

Having been approached by The University at the end of June we have worked hard to establish the mentoring scheme in the subsequent months. To date we have 26 mentors who have signed up a process that has included; application form, interview, personal and professional references and a DBA check. We also delivered a full day of training (kindly hosted by Romsey Mill) including sessions on empathetic listening delivered by Anna Halls (https://annahalls.co.uk/), trauma-informed care delivered by our Operations Lead, Mike Farrington and a question and answer session with Olivia Lauren Taylor (see below). Feedback from the training was very positive:

- "It was all great. It was also good to meet with other mentors. I would say my key thing was Olivia's input, just because it was real and practical input."
- "All topics and aspects were really well thought through and really well delivered."

Mentors also received a physical copy of a mentor handbook (alongside some mentoring ideas) with a separate handbook produced for students.

Mentors will, via regular, (weekly or fortnightly), one-to-one sessions, provide essential wrap-around care to students who are without any family support and, often, are resident in Cambridge both in, and outside, of term time. This will include:

- Emotional support and encouragement.
- Support with life skills (including cooking, budgeting, goal setting and administration).
- · Opportunities to connect with the wider, embedded, Cambridge community.

So far 13 mentors have been matched with students with more 'pairings' to follow in the New Year.

Additional staff

In order to effectively deliver the mentor programme we have added a number of key individuals to the team. This includes, Olivia Lauren Taylor in a voluntary role as a "Special advisor". Lauren is a former Cambridge University student who was also estranged from family. In addition, Alison Taylor has joined the team in a part-time capacity as our Volunteer Mentor Coordinator. As a trained counsellor – with a special interest in trauma – and a former foster carer, Alison is passionate about building better outcomes for young people and is ideally positioned to oversee the mentoring scheme



and ensure we are able to offer the very best possible support to mentors and students alike. A graduate of Cambridge University herself, she spent many years working for the London Borough of Lewisham, primarily in urban regeneration and delivered the high-profile restoration of Southeast London's largest green space Beckenham Place Park.

PART 2 - CONSULTATION WITH STAKEHOLDERS

Below is a list of our key stakeholders, how they have been consulted over the course of the past year and any response taken in response:

Young People: Young people are able to shape they support they receive and particularly their youth work weekly youth work sessions. These sessions operate with a 'Positive Youth Development Approach' meaning they are shaped around the needs, interests, and wishes of the young person. In this regard one of the young people received help to pursue a career in engineering (including accessing a work experience placement and applying for an apprenticeship at a local aerospace firm) whilst the other was supported to access work experience at a local café. Young people are also asked to give their opinions on the support they receive and any additional support they may want from the organisation via the three monthly placement review. Through these formal reporting procedures sessions one of the young people requested counselling/therapy support and we were able to facilitate a number of counselling sessions.

Hosts: Host feedback comes through weekly check-ins, monthly supervisions and three monthly reviews with their Concrete Rose representatives. These requests are often specifically tailored to their individual context. Nevertheless, there has been a more ubiquitous request to enable hosts to meet one another and build peer support networks. With this in mind, we held a Christmas social event and will look at a range of additional hosts get-togethers and social activities in 2023.

Funders: Our long-standing funders are not only bodies to report to but also, as partners on the journey are invited to offer insight, opinion and support. This is particularly the case for the Aidan Trust who funded the salary associated with the Operations Lead. During 2022 Aidan Trust recommended revising our end of year target KPIs to reflect the lingering effects of Covid on host sign-up and to focus on quality attention and delivery to those currently on-boards. This encouraged us to focus more staff time on creating an excellent experience for current hosts and young people and, in turn, share these stories with prospective hosts via online media channels.

Referrers incl. local authority. We have been in regular dialogue with Cambridgeshire County Council (and most notably the commissioning service) to ensure that our services match their needs and sufficiency. Resultantly, and part way through the year, the commissioning team asked us to take part in a quality audit in order that we could become a part of their quality framework. This was completed in July 2022. We are also in communication with other referral agencies and particularly to try and anticipate future need and recruit hosts that will be suitable for young people that are likely to need accommodation in the future (e.g. particular care leavers).

Advisory board members: Through conversations with the existing volunteer advisory board it became clear that there was the need to add additional volunteer capacity. This resulted in a recruitment drive for extra volunteers and, over the course of the rest of the year we recruited: 2 additional members of our advisory board (both with extensive experience in the sector), two, half-day admin roles (responsible for 'on-boarding' of hosts), two, 1 day per week, policy development roles and two individuals (including a qualified social worker and an experienced foster carer) to be



a part of our independent host approvals panel. We now have 19 volunteers contributing to operational delivery.

Churches and faith groups: A number of churches and faith groups invited us to speak a services and events in 2022. Over the course of the year feedback has enabled us to adapt and amend our presentations to ensure that is resonates effectively and has a clear 'ask' from the relevant audience. This has seen engagement from individuals increase.

Local businesses: A number of Cambridge based businesses (e.g. Mills and Reeve, Zion Landscapes) provide pro-bono support to Concrete Rose (including meeting space, storage space, removals etc). In the summer of 2022 we held a garden party drinks event for all our stakeholders that included the opportunity to thank local businesses. Stakeholders were also asked to submit feedback in the form of brief videos. This feedback was mainly encouragement, and offers to continue support, but some businesses did offer additional support. This was followed up by the Operations Lead and resulted in some extra financial support.

CIC 34 AMENDED Community Interest Company Report

	For official use (Please leave blank)	
Please complete in	Company Name in full	Concrete Rose Collective CIC
typescript, or in bold black capitals.	Company Number	13070957
oupituis.	Year Ending	31st December 2022
•		(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 places institutes "A social and it report sometime these points is attached")
l	(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.
One director received remuneration in respect of qualifying services, the total paid in the year-ended 31st December 2022 was £30,000.
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.
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)

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

Signed M- Negus

Date September 2023

(DD/MM/YY)

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 is information is incorrect.

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.

Office held (delete as appropriate) Director/Secretary

Tel

DX Number

DX Exchange

When you have completed and signed the form, please attach it to the accounts and send both forms <u>by post</u> 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)