Registered in England No. 8884935



# NATIONAL EQUINE WELFARE COUNCIL C.I.C

# REPORT AND FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2022



# Annual report and financial statements year ended 31 December 2022

#### **Contents**

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- 1 Directors and advisors
- 2 Directors Report
- 9 Income and expenditure account
- 10 Balance sheet
- 11 Notes forming part of the financial statements
- 12 NEWC Membership List

#### **MISSION STATEMENT**

'To raise awareness of equine welfare issues and to help improve

equine welfare standards nationwide'

#### **Directors and advisors**

#### Founded March 1977

Office:

National Equine Welfare Council

c/o The Horse Trust Home of Rest for Horses

Slad Lane Speen

Princes Risborough

**HP27 0PP** 

President:

Dr David Marlin

**Vice Presidents:** 

Mrs Lesley Barwise-Munro BVM&S BSc CertEP MRCVS

Mary King MBE

**Directors:** 

Carolyn Madgwick (Chair) Ruth Court (Vice-Chair)

Dr Carol Hall

Gemma Stanford (resigned 10.02.22) Sophie Cookson-King (co-opted 10.02.22)

Claire Gordon Hannah Bryer

Nicolas de Brauwere BVSc MRCVS

Kirsty Withnall Dr Mark Kennedy

Hon Treasurer:

Jenny Fernando, World Horse Welfare

Bankers:

Barclays, 48/50 The Parade, Learnington Spa, Warwickshire CV32 4DD

#### Directors Report year ended 31 December 2022

The Directors present their report and financial statements for the year ended 31 December 2022

#### Structure, Governance and Management

#### **Status and Administration**

NEWC was founded in March 1977. On 10 February 2014, it became Incorporated as a Community Interest Company governed in accordance with its Articles of Association and Regulations by an elected Board of Directors. The Board of Directors, the members of which are set out on page 5 of this report, is responsible for the activities of the organisation.

#### **Recruitment of Directors**

Directors represent their individual organisations, they are elected as individuals normally serving for a period of 3 years, with each retiring member becoming eligible for re-election at the next AGM. There is no limit to occasions individual members may offer themselves for election to the Board.

In the event of a vacancy occurring between elections, the Board may, at its discretion, call a general meeting to elect a replacement, or co-opt a member.

### **Organisation**

The Directors meet at least four times a year and are supported by Welfare Sub-Committees which meet as required and report to the Directors. The Directors execute policy and manage the administrative and day-to-day operations of NEWC.

#### **Financial Review**

# **Investment Policy**

The Directors have the power to invest in such assets as it sees fit. Currently, surplus funds are transferred into a savings account.

# Directors Report year ended 31 December 2022 (Continued)

#### **Objectives and Activities**

The Council aims to raise awareness of equine welfare issues and to help improve equine welfare standards nationwide.

## The Council's objects are:

- (a) To promote effective methods of dealing with abuse, neglect, cruelty or unnecessary suffering of any sort concerned with equines.
- (b) To encourage and assist all equestrian and equine-related organisations to meet and maintain the standards laid down in the NEWC Code of Practice for Organisations involved in the Keeping of Horses, Ponies & Donkeys.
- (c) To provide government, statutory and other bodies, and the general public with an authoritative and unified source of advice and information on equine welfare.
- (d) To disseminate information and educational material to assist better horse management.
- (e) To support, within the limits of its resources, campaigns agreed by the Directors, having received the support of the membership.
- (f) To facilitate discussion between Member organisations (herein referred to as 'Members').
- (g) To coordinate an appropriate response to Members and other equine organisations in difficulty.
- (h) To encourage equine charities and related organisations to become Members of NEWC.
- (i) To provide advice and support to Members, access to training and information relating to the business of running a charity.
- (j) To coordinate and/or run equine welfare initiatives in the UK that may be beyond the capability or willingness of individual charities.

#### Directors Report for the year ended 31 December 2022 (Continued)

#### **Achievements and Performance**

- Director meetings (DMs) and both the AGM and GM were held virtually on Zoom in 2022. This
  continued to facilitate high levels of attendance and engagement from a large proportion of
  NEWC members (69 attendees at AGM, 80 attendees at GM). Meetings will continue to be
  hosted on Zoom due to the savings on time, fuel costs, environmental impact and efficiency
  in terms of progress and continuity.
- The Rehoming Network workshops, held virtually in April, October and December, were well-attended by representatives from equine-keeping member organisations a total of 93 members attend across the three meetings, representing 19 rehoming charities. The workshops focused on dealing with offers of loan homes, care of the veteran horse and euthanasia/bereavement support, cost of living impact on rehoming and loan homes, as well as member highlights.
- The Research and Education Group met virtually in January, June and November with a total
  of 50 attendees present across the three meetings. Discussions focused on engaging with
  allied professionals, sporting bodies and colleges/universities to widen the NEWC
  membership and create opportunities to promote good welfare practices.
  - A working party of member organisations was formed to develop and share ideas, current practices and initiatives related to environmental sustainability in the equine sector. The Group plans to liaise with other industry bodies and draft summary guidelines to share with the wider membership.
  - o Following the December 2021 meeting which focused on alternative grazing systems the group is looking at producing evidence-based guidelines on such systems.
  - A new sub-committee of representatives from member organisations was formed to develop best practice guidance for establishments involved in Equine Assisted Services. The Group worked with representatives from the Human Equine Interaction Register (HEIR) on a Code of Practice to protect the welfare of equines involved in EAS which will be incorporated into the NEWC accreditation process and the HEIR.
  - OUK equine students were encouraged to get involved with NEWC by becoming student supporters with access to a private Facebook group that provides equine welfare news and information, facilitates discussion about research project ideas, and allows supporters to find out about job and career opportunities within the welfare sector.
- In 2022 nine NEWC member organisations, all signatories to the Appleby Horse Fair Multi-Agency Project led by the RSPCA, co-funded the development of a Theory of Change (TOC) project document facilitated by Human Behaviour Change for Life (formerly HBCA) which describes the impact in terms of a measurable change over a 5-year period.
  - The TOC aims to build on the well-established enforcement and engagement operation whilst moving away from a reactive, business-as-usual approach, to one that enlists wider buy-in and activity from stakeholders including fair-goers, residents and the general public to have a positive impact on horse welfare.
- Operational Regional Partnership meetings there are 14 regional partnership area groups which meet regionally in spring and autumn for those whose roles have an operational or enforcement focus. They are great opportunities to network but sadly were adversely affected by the pandemic when meeting in person from different geographical locations was ill advised.

Some groups continued virtually and others continued by sharing the newsletter information and some started meeting up again in person where there was an appetite to do this.

- Bi-annual newsletters were produced in Spring and Autumn providing updates from the wider equine welfare sector, information on legislative changes and highlighted some of the work that carried out by members. The newsletters were shared with NEWC members, regional operational group attendees, the Police Equine Priority Delivery Group and the National Animal Health and Welfare Panel.
- The updated NEWC website continued to increase NEWC member engagement through improved functionality and clarify the benefits of NEWC membership to prospective members. Members are encouraged to list job vacancies, events and equines for rehoming creating a hub of resources available to the public. The website also includes a separate members' area which gives access to previous recorded meetings, minutes and shared resources.
- NEWC continued to increase its social media presence by gaining 544 new Facebook likes and increasing its Twitter and Instagram followers by 117 & 146 respectively. This has enabled NEWC to promote its work and that of our member organisations.
- NEWC representatives attended the BFBA Farrier Focus event with the NEWC stand at Stoneleigh in October 2022. Representation at the event aims to forge better links between farriers and welfare organisations by promoting the support and guidance available from NEWC member organisations to farriers should they come across welfare concerns with their clients or on yards they attend.
- A working group comprised of representatives from across the NEWC membership met to create a new NEWC member-devised and agreed minimum standards framework and selfaccreditation process.
- NEWC welcomed eight new member organisations: The British Farriers and Blacksmiths Association, RAMP Register, Racing to Relate, The Natural Animal Centre, The Society of Master Saddlers (UK), Rescue Ranch, Raystede Centre for Animal Welfare, and The Rare Breeds Survival Trust.
- NEWC directors carried out 23 re-accreditation visits for existing equine-keeping members and 2 new member accreditations which allowed improved engagement and inclusivity within its work.
- NEWC met regularly with Defra officials to understand any current or potential challenges to equine welfare.
- Provided support to a local authority taking a prosecution case involving a large number of equines, providing expertise, resources and securing permanent homes with NEWC member organisations.
- A Communications and Advocacy Group was established in October 2022 to provide a forum to generate a rapid response for the public/media on behalf of members and offer training and advice for members on their communications work. The Group began working on a survey which aims to gather information on how the Cost of Living Crisis is impacting equine owners and keepers. The Group will facilitate and represent NEWC communications on welfare matters and provide a structured and proactive approach to producing and disseminating NEWC-specific press releases.

#### The Year Ahead

- The Communications and Advocacy Group will publish initial findings from the NEWC Costof-Living Crisis surveys of equine owners and keepers.
- Pilot and launch the new minimum standards framework and self-accreditation process across the NEWC membership.
- Carry out a governance and financial review and initiate any recommendations to ensure NEWC is working as effectively as possible.
- The NEWC Rehoming Network sub-group is planning host three virtual workshops in 2023.
  The topics will include Cost of Living impact, Difficulty in communicating with borrowers,
  managing social media, the new NEWC member standards and ponies that go missing on
  loan. Members will have the opportunity to share any highlights/best practices during the
  workshops.
- The Research and Education Group plans to meet virtually in Spring and Winter 2023.
  - o Pursue engagement with academic institutions to a) promote NEWC membership and b) create opportunities for mutually beneficial involvement in research activities.
  - Collate evidence-based research on alternative grazing systems and aims to produce guidelines for sharing with NEWC members on effective pasture management.
  - Attend equine student seminars to promote the work of NEWC, initiate discussion on issues facing the sector and generate mutually beneficial research topics and initiatives to pursue.
  - Engage with specific types of organisations to promote the benefits of NEWC membership – including media outlets, sports governing bodies, educational establishments and the Student Supporter network.
  - o Increase collaboration with allied professionals and across the equine welfare sector to identify, share and apply best practices as well as promote good welfare practices.
  - o Survey members on their current sustainable practices to create discussion and establish best practices as well as disseminate ideas amongst members.
  - Represent NEWC at the Animal Welfare Research Network 'Animal welfare and sustainability virtual workshop' in February 2023.
  - Represented NEWC at the HEIR Forum in London in March 2023.
- With coordination for the Appleby project residing between RSPCA, Redwings and the various organisational leads, the ambition for 2023 is to:
  - establish baseline data from the Fair to help support a proposal for funding for coordination, planning, monitoring and development activities
  - establish a 'Steering Group' of participating organisations and operational leads for different aspects of the project
  - establish a year-round calendar of events and activities to assist with project development, stakeholder engagement and impact monitoring

- set up a multi-year project with a realistic monitoring and evaluation framework taking account of workloads and resources whilst at the same time delivering the existing welfare services at the fair (horse owner engagement, enforcement and veterinary treatment).
- NEWC plans to host a virtual meeting with the chairs of the Operational Regional Partnership Groups in early 2023 to gain feedback about what has worked/been less effective and what support is required going forward with a view to relaunching all the regional meetings in Spring 2023. Members are encouraged to suggest subject areas they would like discussed with their regional chairs.
- Legislative amendments are expected, and NEWC plans to offer training on any changes to our members and partners via the Operational Regional Partnership Groups.
- NEWC will continue to engage with Defra officials to discuss concerns that may affect equine
  welfare and to discuss the potential regulation of animal welfare establishments and rescues.
- NEWC is supporting the Police Equine Priority Delivery Group on the creation of a website for all forces to link into, ensuring the advice provided is current and best practice.
- NEWC will continue to work closely with local authorities providing expert assistance, resources and potentially homes for equine welfare cases.
- The NEWC directors will perform a skills audit review to update their existing skillset and identify any gaps that might drive the selection of individuals to the Board in future.

#### Directors Report year ended 31 December 2022 (Continued)

#### **Board of Directors**

The members of the Board of Directors during the year were as follows:

Carolyn Madgwick Director of Legislation and Enforcement The Horse Trust

Ruth Court Horse Welfare Manager Blue Cross

Dr Carol Hall Senior Visiting Research Fellow Nottingham Trent University

Gemma Stanford Director of Welfare British Horse Society
Sophie Cookson-King Welfare Operations Manager British Horse Society

Nicolas de Brauwere Head of Welfare Redwings Horse Sanctuary

Claire Gordon Chief Field Officer World Horse Welfare
Hannah Bryer Head of Welfare The Donkey Sanctuary

Kirsty Withnall RSPCA Inspector RSPCA
Dr Mark Kennedy Senior Scientific Manager for Equines RSPCA

# **Register of Members**

The register of member organisations is available on the website.

# Statement of responsibilities of the Directors

The directors are responsible for preparing the directors' report and financial statements in accordance with applicable laws and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law, the directors have elected to prepare the financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law, the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

select suitable accounting policies and then apply them consistently;

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- · make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the organisation will continue its non-profit-making activities.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The report was approved by order of the current Board of Directors on 17th April 2023.

Carolyn Madgwick NEWC Chair

# NATIONAL EQUINE WELFARE COUNCIL INCOME STATEMENT YEAR ENDED 31<sup>st</sup> DECEMBER 2022

NEWC Unrestricted		Code of	Total	31/12/2021
Funds	EWGC	Practice		
•				
8,999.50			8,999.50	10,361.00
28,525.00			28,525.00	28,500.00
5.53			5.53	-
-			-	760.00
37,530.03	-	-	37,530.03	39,621.00
	-		-	-
326.60			326.60	2,431.02
-	752.36		752.36	4,015.00
24,184.25			24,184.25	22,776.72
313.60			313.60	313.60
382.10			382.10	345.48
192.75			192.75	-
15.00	•		15.00	15.00
299.97		-	299.97	-
25,114.33	752.36		25,866.69	29,896.82
12,415.70	(752.36)	-	11,663.34	9,724.18
17,292.25	12,411.52	5,674.00	35,377.77	25,653.59
-	-	-	-	-
29,707.95	11,659.16	5,674.00	47,041.11	35,377.77
	8,999.50 28,525.00 5.53  37,530.03  326.60  24,184.25 313.60 382.10 192.75 15.00 299.97  25,114.33  12,415.70  17,292.25	Unrestricted Funds  8,999.50 28,525.00 5.53  37,530.03  - 752.36  24,184.25 313.60 382.10 192.75 15.00 299.97  25,114.33 752.36  12,415.70 (752.36)  17,292.25 12,411.52	Unrestricted Funds  EWGC  R,999.50 28,525.00 5.53  37,530.03  -  326.60 - 752.36  24,184.25 313.60 382.10 192.75 15.00 299.97  25,114.33  752.36  -  17,292.25  12,411.52  5,674.00	Unrestricted Funds         EWGC         Code of Practice           8,999.50         8,999.50           28,525.00         28,525.00           5.53         5.53           37,530.03         -         37,530.03           326.60         -         752.36           24,184.25         24,184.25         313.60           382.10         382.10         382.10           192.75         192.75         192.75           15.00         299.97         299.97           25,114.33         752.36         -         25,866.69           12,415.70         (752.36)         -         11,663.34           17,292.25         12,411.52         5,674.00         35,377.77

# NATIONAL EQUINE WELFARE COUNCIL

# **BALANCE SHEET**

		31 <sup>st</sup> DECEMBER 2022		31 <sup>st</sup> DECEMBER 2021	
Assets	•		-		-
Debtors			202.00		1,105.00
Cash at bank and	d in hand				
(	Current Account	28,876.21		25,294.42	
1	Deposit Account	18,090.05		10,003.35	
		_	46,966.26	_	35,297.77
			47,168.26		36,402.77
Less: Creditors			127.15		1,025.00
Total		_	47,041.11	_	35,377.77
Represented by:					
Restricted Funds	<b>S</b>				
(	Code of Practice	5,674.00		5,674.00	
1	EWGC	11,659.16		12,411.52	
•			17,333.16		18,085.52
General Fund			29,707.95		17,292.25
Total		-	47,041.11	- -	35,377.77

For the financial year to 31st December 2022, the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provision applicable to companies subject to the small companies regime.

The financial statements were approved and authorised for issue by the Board on 17th April 2023.

Carolyn Madgwick NEWC Chair

Company Registration Number 8884935

Summary of significant accounting policies

# 1.1. General information and basic preparation

National Equine Welfare C.I.C is a Community Interest Company limited by guarantee incorporated in England within the United Kingdom. The address of the registered office is given on the company information page of these financial statements.

The financial statements are presented in sterling which is the functional currency of the company, no rounding is applied.

The financial statements have been prepared under the historic cost conversion and in accordance with Financial Reporting Standards 102 Section 1A, the Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland and the Companies Act 2006.

#### **ACKNOWLEDGEMENTS**

Thank you to World Horse Welfare and Bransby Horses for providing accounting support and for carrying out the Treasurer role.

NEWC is very grateful for the continued support of the following members who have kindly agreed to provide additional annual financial contributions to NEWC during its growth: The British Horse Society, Blue Cross, Bransby Horses, HAPPA, HorseWorld Trust, The Mare and Foal Sanctuary, Redwings Horse Sanctuary, RSPCA, The Donkey Sanctuary, The Horse Trust and World Horse Welfare.

#### **EQUINE WELFARE MEMBERS** (Organisations that keep equines)

Ash Rescue Centre

Blue Cross

**Bransby Horses** 

Crosskennan Lane Animal Sanctuary

**Dartmoor Pony Heritage Trust** 

Dean Farm Trust

Devon Horse and Pony Sanctuary

Equine Market Watch Sanctuaries (UK)

Ferne Animal Sanctuary

**Greatwood Caring for Retired Racehorses** 

**HACK Horse Sanctuary** 

**HAPPA** 

Here 4 Horses

**HEROS** 

Hope Pastures

Hopton Rehab and Homing Centre

Horse Rescue Fund

HorseWorld Trust

Isle of Man Home of Rest for Old Horses

Isle of Wight Donkey Sanctuary

Lluest Horse and Pony Trust

Mane Chance Sanctuary

Mare and Foal Sanctuary

Margaret Green Animal Rescue

Moorcroft Racehorse Welfare Centre

Munchkins Miniature Shetland Rescue

New Beginnings Horses

Northern Counties Horse Protection Society

Nottingham Trent University

Oak Tree Animals Charity

Raystede Centre For Animal Welfare

Redwings Horse Sanctuary

Rescue Ranch UK

Riding for the Disabled Association

Royal (Dick) School of Veterinary Studies

**RSPCA** 

Scottish SPCA

Shy Lowen

The British Racing School

The British Thoroughbred Retraining Centre

The Cavalier Centre (Perry RDA)

The Donkey Sanctuary

The Horse Trust

The Hugs Foundation
The Moorland Mousie Trust
Thornberry Animal Sanctuary
World Horse Welfare

# WELFARE MEMBERS (No animals held)

Animal Action Greece (formerly GAWF)

Animal Behaviour & Training Council (ABTC)

Association of British Riding Schools

**BARTA** 

**BEVA** 

British Farriers and Blacksmiths Association (BFBA)

British Connemara Pony Society

**British Horseracing Authority** 

**British Showjumping** 

British Skewbald and Piebald Association

**Dartmoor Livestock Protection Society** 

**Donkey Breed Society** 

Equine Behaviour and Training Association (EBTA)

Equiculture

Equine Grass Sickness Fund

**Exmoor Pony Society** 

Horses4homes

Horsescotland

**National Pony Society** 

Natural Animal Centre

North Wales Horsewatch

Racehorse Owners Association

Racing to Relate

RAMP Register

Rare Breeds Survival Trust

Retraining of Racehorses

Safe Haven for Donkeys in the Holy Land

South Essex Insurance Brokers

The British Horse Society

The Brooke

The Society of Master Saddlers (UK) Ltd

The Thoroughbred Breeders' Association

Welsh Pony and Cob Society

Westgate Laboratories

Worshipful Company of Farriers

030001/16

# **CIC 34**

(The date format is required in full)

# **Community Interest Company Report**

Please complete in typescript, or in bold black

capitals.

(Please leave blank)	
Company Name in full	NATIONAL EQUINE WELFARE COUNCIL C.I.C.
Company Number	08884935
Year Ending	(31/12/22)

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.

- Director meetings (DMs) and both the AGM and GM were held virtually on Zoom in 2022.
  This continued to facilitate high levels of attendance and engagement from a large proportion of NEWC members (69 attendees at AGM, 80 attendees at GM). Meetings will continue to be hosted on Zoom due to the savings on time, fuel costs, environmental impact and efficiency in terms of progress and continuity.
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  communications on welfare matters and provide a structured and proactive approach to
  producing and disseminating NEWC-specific press releases.

(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.

The stakeholders are the member organisations as listed in the accounts.

No consultations have been carried out with stakeholders in relation to NEWC's C.I.C related business.

The stakeholders, in the form of our membership receive regular communications such as the distribution of minutes and agendas as part of the secretarial role to the British Horse Council Council, from regional meetings and NEWC general meetings.

NEWC communicates with its members when issues of significance to equine welfare comes to light and NEWC circulates calls for information, requests to participate in consultations e.g. government consultations relevant to our members. NEWC also requests assistance in dealing with equine situations when multi-agency responses to major equine welfare cases is required.

(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.

No remuneration was received.

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 Caron Madge Date

(DD/MM/YY)

24/04/23

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 is information is incorrect.

	Office neid (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			
	,	Tel	
record.	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,  $4^{th}$  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)