



Companies House

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Guidance for businesses

We understand that this is a difficult time and we're committed to supporting businesses during the coronavirus (COVID-19) outbreak. Visit our website for guidance: gov.uk/companieshouse

Our ref. 09771053 /DEFSTATAC
Date 08 October 2020

STATUTORY NOTICE - OVERDUE ACCOUNTS

The following statutory document(s) is/are overdue and must be delivered to Companies House even if your company has not traded.

ACCOUNTS FOR PERIOD(S) ENDING 30/09/2019

- If you want to keep your company registered you must deliver the overdue document(s) to Companies House within 14 days of this notice. Please note this deferral period does not extend or alter the statutory filing deadline.
- If you are unable to meet this deadline you must confirm **in writing** that your company is required (via letter to the above address or e-mail to enquiries@companieshouse.gov.uk). Failure to comply may result in the directors being prosecuted, receiving a criminal record and a potential unlimited fine.
- As the filing deadline has already passed, the company will incur an automatic financial penalty when the accounts are received and accepted at Companies House. The amount of the penalty increases with the length of the delay. Failure to comply with the filing requirements of the 2006 Companies Act in consecutive years will result in the penalty being doubled for the current year's accounts.
- If the company is no longer required you may be able to apply for it to be removed from the register by filing an application form for strike-off, accompanied by the appropriate filing fee.
- However, if you do nothing we will begin the statutory process (as set out in the Companies Act) which can lead to the company being removed from the register. Please be aware that if we do remove the company your personal obligations as directors would remain and any company bank accounts would be frozen.
- You can deliver certain types of accounts online via our Web Filing service, which has built in checks to ensure that you get it right first time. In order to use the service you need to register for an authentication code which can only be sent by post to the registered office and may take up to five days to arrive. Our website www.gov.uk/companieshouse gives information on this along with a full range of guidance booklets and forms.
- Please accept our apologies if the overdue document(s) has/have been delivered or an application for strike-off submitted since we sent this letter.

We are experiencing delays in processing paper forms due to the impact of coronavirus (COVID-19). You can close your company online to help us process your application as quickly as possible. You'll need your company's authentication code. www.companieshouse.gov.uk/close