

Companies House Annual Returns (AR01) Companies Act 2006

The Annual Return is due at the end of the first year of incorporation, and thereafter yearly.

It is the form that is used by Companies House to update records like registered office address and changes to the addresses of directors.

There are 2 options for filing

Paper filing	£30
Online filing	£14

Online filing, where the business has access to a computer is by far the easiest option [Companies House Online Filing](#) gives details of how to file.

There are areas of the form that are mandatory, and other areas where amendments should be made only if the details have changed.

Page 1 will have the name, and registered number of the company. The address for the registered office and register of members are pre-printed, and amendments are only required if that information has changed.

On the first Annual return, a request for a SIC code maybe made. A list will be included with a paper return. Numbers (Trade Code) are on the left hand side, with description on the right hand side. The best description is required, and any problems with the coding can be referred to

Companies House Helpline 0870 33 33 636

The SIC code is mandatory.

Page 2 details director's names and addresses and changes are required only if those details have changed. The new form will require the country of residence.

There is a new form AD02, which is for the notification of a single alternative inspection location (SAIL) for the location of Registers.

Page 3 is mandatory and details the shares ISSUED. In most small owner operated companies often only one or two ordinary (class) shares are issued per shareholder, at £1 each. If more shares are issued within the year a [Form 42](#) will be required to be filed with HMRC before 5th July.
<http://www.hmrc.gov.uk/shareschemes/form42-2011.pdf>

New information on the shares is also required including

- The amount paid in each share
- The amount unpaid on each share
- The voting rights attached to each share class

Page 4 details are also mandatory and the information required is shareholder names and addresses and the number and class of shares held. For the first Annual return, the date of registration of transfer is completed where a company has been bought pre-formed, and this is generally the date of incorporation on the certificate, unless otherwise stated.

Page 5 is mandatory when a company has been pre formed and bought. The original directors/shareholders resign immediately. It is their details that must be inserted into the boxes, and the date of registration of transfer is also the date of incorporation on the certificate, unless otherwise stated.

Page 6 must be signed by a director.

The date the form is signed CANNOT be before the return date shown, if returned with an earlier date, the Annual Return will be rejected.

A request to move the Annual Return date forward can also be made on page 6. Dates cannot be moved back.

There have been recent press articles expressing concern that an agent, when filing a return online, has a choice of signing as a director or company secretary, when neither is correct. Express permission to file an online return should be received in writing from a client, until Companies House change the system.