

Companies House Form DS01: Application for Striking Off

Form DS01 (Previously 652a) is used by companies that have ceased trading and wish to be struck off. It is important not to make this application too early and in most instances is better to make the company dormant for 12 months before applying to be struck off.

This form is available online at
<http://www.companieshouse.gov.uk/forms/formsOnline.shtml>

The form DS01 has to be completed AFTER the following agencies have all been contacted.

- Inland Revenue – Corporation Tax
- VAT
- PAYE
- Banks
- Creditors – where applicable
- Local Authorities – where applicable

A £10 fee is payable and the company registration number must be on the back of the Cheque.

Within seven days of sending Form DS01 to the Registrar, the directors must provide copies of the form to the following:

- **members**, usually the shareholders;
- **creditors** including all contingent (existing) and prospective (likely) creditors such as banks, suppliers, former employees if they are owed money by the company, landlords, tenants (for example, where a bond is refundable), guarantors and personal injury claimants. Also, you must notify appropriate offices of the Inland Revenue, DSS and Customs & Excise if there are outstanding, contingent or prospective liabilities;
- **employees**;
- **managers or trustees of any employee pension fund**; and
- **Any directors who have not signed the form.**

The Registrar will check the form and, if acceptable, put it on the company's public record. An acknowledgement will be sent to the address shown on the form. The company will also be notified at its registered office address to enable it to object if the application is bogus.

Directors must withdraw the application using [DS02](#)

A private company can apply to be struck off if, in the previous three months, it has not:

- traded or otherwise carried on business;
- changed its name;
- for value, disposed of property or rights that, immediately before it ceased to be in business or trade, it held for disposal or gain in the normal course of its business or trade,

(for example, a company that sold goods could not continue selling those goods during that three-month period but it could sell the plant that it owned that produce them or the warehouse where they were stored);

- engaged in any other activity except one necessary or expedient for making a striking-off application, settling the company's affairs (paying creditors) or meeting a statutory requirement (for example, a company may seek professional advice on the application, pay the costs of copying the Form DS01, etc).
- A company can apply for striking off if it has settled trading or business debts in the previous three months.

A company cannot apply to be struck off if it is the subject, or proposed subject, of:

- Any [insolvency proceedings](#) (such as liquidation, including where a petition has been presented but has not yet been dealt with).
- A Section 425 scheme (that is a compromise or arrangement between a company and its creditors or members).