

## Companies House Documentation Overview

Companies House has a vast array of documents and forms that are required to register and run a Limited Company.

The documents are all available online at

<http://www.companieshouse.gov.uk/forms/formsOnline.shtml>

Companies House prefer all documents to be typed or written clearly in black pen, as all the documents are scanned.

Many of the key return documents can now be filed online using an authorisation code. Confirmation of receipt is given via e mail and the system is secure.

Agents who file client's information online should get a client's permission to file Companies House documentation. This may take the form of a letter, or a client indemnity slip.

There is some concern in the accounting industry that the online filing system has been designed for authorisation by the director or company secretary and not an agent. Companies House have promised to address these concerns.