

Companies House Filing Online

From 1st February 2005, Companies House is encouraging online filing by making paper filing more expensive.

Filing Online will remain at £15 per year
Paper filing will now cost £30 per year

To file online a company must first register. Registration is done via the website.

NB: The Security code that is received via e mail is specific to the e mail address and can be used for all a practice's clients, each client is then issued a unique "Authentication Code" which is posted to the registered address by first class mail.

<http://www.companieshouse.gov.uk>

- Select the Green **Web filing** button
- There may be problems with this box if the computer is protected by pop up stoppers, these need to be disabled for this web page.
- Select "not yet registered"
- The email contact address of the company representative needs to be entered twice
- A security code is then e mailed back
- Select the web filing section again, and enter the security code
- Select "continue" and another box will come up asking for FULL Companies house number with any alpha prefixes and the 0 where appropriate.
- Enter confirm and select "Apply for an Authentication Code"
- The website may say that a code has already been issued - if that is the message given, select the option for a reminder to be resent (bottom option)
- The code will be sent in the post to the registered office.

There are companies that cannot file online these are

- company numbers that do not begin with 0 or SC
- companies with more than 20 members
- companies with more than 50 appointments
- Limited Liability Partnerships
- companies with more than 6 share classes
- companies with more than 10 joint shareholders per shareholding
- companies with more than 6 values (currencies) of nominal capital
- companies that the current automatic paper shuttle document system excludes:
 - dissolved companies
 - companies in voluntary liquidation
 - companies in compulsory liquidation
 - companies in receivership
 - companies who have held a return of final meeting
 - companies that are converted or closed
 - companies that have a first Gazette notice of dissolution
- Companies where more than 255 changes need to be input within a single session.
- companies where there are more than 1000 tags per document
- companies with non-sterling capital

Companies house can be contacted on

Email enquiries@companies-house.gov.uk

Telephone: 0845 757 3991

Web filing is available from 7.00am until midnight Mon-Sat

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.

Filing online is expanding and currently the following forms can be filed online using the authorisation code.

- Appointment of a Director and/or Secretary 288a (please note additional information is required including some key data which includes Town of Birth, Last 3 digits of either telephone number, National Insurance number or Passport number, Mother's Maiden Name, Eye Colour and Father's First name.)
- Terminating appointment of a Director and/or Secretary 288b
- Changes to the particulars of a Director and/or Secretary 288c
- Changes to the Registered Office 287
- Changes to the location of the register of members 353 and 353a
- Changes to the location of the register of debenture holders 190 and 190a
- Return of allotment of shares (excluding cash) 88(2)
- Increase in the Nominal Capital 123
- Dormant Companies Accounts
- Abbreviated Accounts for Small Companies
- Changing the Accounting Reference Date 225

Adobe Writer is required for the DCA and Abbreviated Accounts.