

Companies House Filing Online

Since 1st February 2005, Companies House has encouraged online for annual return (annual accounts must still be filed in hard copy with signature) filing by making paper filing more expensive.

In addition, to protect director and company data they have introduced PROOF which allows for online filing only, and is designed to prevent fraudulent paper documents being filed if the company has signed up for PROOF.

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 Web Filing
- There may be problems with this box if the computer is protected by pop up stoppers, these needs to be disabled for this web page.
- Select "New Customers Register Here"
- The email contact address of the company representative needs to be entered twice
- A security code is then e mailed back

Once you receive the security code log on again to the Companies House site.

- Select the web filing section again, and sign in as a registered customer using the security code sent by email.
- Select register for an additional company and enter the company number. After confirming details submit the request and the authentication code will be sent to the registered office of the company within 5 working days.

Once the authentication code is received, log on again to the Companies House site.

- Select the web filing section again, and sign in as a registered customer using the security code sent by email.
- Enter the company registration number and authentication code that was sent in the post.
- Complete the return details and submit.

There are a number of companies that cannot file online

- 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.