

Limited Companies Cessation of Trading

When a Limited Company ceases to trade a number of agencies will have to be contacted.

If the company has not be trading insolvent, and is closing due the retirement of the owners, or another legitimate reason, then there may still be a requirement to contact suppliers but, if no bills remain outstanding, there are no creditors other than the shareholders.

The agencies that will need to be contacted are: -

- Inland Revenue Office (in writing quoting the Company Tax Reference).
- VAT Office – Deregistration unit.
- Payroll – Employer’s Office. [Payroll Closing Down](#)
- Companies House (in writing quoting the Registration Number).
- Company Bank – to close the accounts.
- Local authorities where rates etc are payable or there are any applications for planning etc.

The VAT Deregistration forms VAT7 can be found online [VAT Deregistration Process](#)

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

Go to

- forms
- VAT7

When a company ceases to trade before the year end, the accounts must still be made up to the year end, but they **cannot** be filed until the year end. Early filing will result in the accounts being returned.

Companies House is governed by Companies Act 2006.

Form DS01 has to be completed AFTER the above agencies have all been contacted. A £10 fee is applicable and the company registration number must be on the back of the Cheque.