

LAMBERT CHAPMAN LLP

Limited company: Company Secretarial Services for a Dormant Company Last revised 4 April 2018

We are bound by the ethical guidelines of The Institute of Chartered Accountants in England & Wales and accept instructions to act for you on the basis that we will act in accordance with those ethical guidelines.

Company secretarial services

A private company is required to file its accounts at Companies House within 9 months of the year end. The company will be liable to a fine if it fails to do so. In order to avoid this we will produce statutory accounts, suitable for filing, within the required period, provided all your records are complete and presented to us within five months of the year end, and all subsequent queries are promptly and satisfactorily answered.

We have agreed to act as your agent and to:

Annual Accounts

1. On the basis that the company has not traded and remains dormant, either prepare dormant accounts or submit the form AA02 to the Registrar of Companies;
2. We will prepare the required form stated above based on information available and provided to us.
3. We will then send you the required form for you to approve and it will then be submitted to Companies House. You authorise us to file the return electronically.

File the Annual Confirmation Statement

1. We will complete and submit the confirmation statement (CS01).
2. We will prepare the confirmation statement based on information available and provided to us.
3. We will then send you your confirmation statement for you to approve and it will then be submitted to Companies House. You authorise us to file the return electronically.

Other Statutory Work as required

We will complete and submit any other forms and documents required by law to be filed at Companies House, provided that you keep us fully informed of any relevant changes or events which are required to be notified to Companies House, within one week of the change or event. You authorise us to file this information electronically.