

**USE THIS FORM FOR FINANCIAL YEARS ENDING ON OR AFTER 26 JULY 2000.** 



| COMPANIES HO   | USE 22/02/05   |  |   |  |  |
|--|--|--|---|--|--|
| CHFP000  | Company Number   | 3744   | 874   |  |  |
|  | Company Name in full   | Inclus   | ive En  | v.Yon ments  |  |
|  |  |  |   |  |  |
|  | Balance Sheet as at  | 31 Mar   | ch 200  | 4  |  |
|  |  |  |   | Current Year   | Previous Year  |
|  |  |  | 2   | 003/2004   | 2002/2003  |
| Called up Share Capital not paid £   |  |  |   | 0  | D  |
| Cash at Bank and in Hand   |  |  | £   | 1,004.07   | 0  |
| NET ASSE   | ETS  |  | £   | 1,004.07   | £ O  |
| Authorisea   | share capital:   |  |   |  |  |
| 0  | ordinary shares of   | £ 0  | each  |  |  |
| Issued sha   | re capital:  |  |   |  |  |
| 0  | ordinary shares of   | £ o  | each  | 0  | O  |
| SHAREHO  | OLDERS' FUNDS  |  |   | £ 0  | £ 0  |
| considerate  2. During the  Statements:  (a) For the section  (b) Mem  Complete  (c) The complete  ii. possible  fin  2: | year the company allotted  | as £ O.  agent for a per  Act 1985.  ompany to obousibility for:  ounting records  true and fair viated loss for the f | son - if this (da tain an auc which com ew of the st inancial yea | applies please tick the late) the company was entitled in accordance with some ply with section 221, and ate of affairs of the companies Act relating the companies Act relating the companies Act relating the companies and the companies act relating the companies a | itled to exemption under section 249B(2) of the any as at the end of the requirements of section ag to accounts, so far as |
| on   | nts were approved by the Board IK February, 2005 In their behalf by:  Chair of Inclusive | ,  | ments.  | the box below but if you<br>House to contact you<br>form. The contact infort<br>visible to searchers of the  | ·<br>  |

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July 2000

GUIDANCE TO PREPARING DORMANT COMPANY ACCOUNTS WHERE THE COMPANY'S ONLY TRANSACTION IS THE ISSUE OF SUBSCRIBER SHARES, AND THE COMPANY IS NOT A SUBSIDIARY: FOR FINANCIAL YEARS ENDING ON OR AFTER 26 JULY 2000.

- a. The attached template for dormant company accounts is only suitable for those companies which have never traded and where the only transaction entered into the accounting records of the company is the issue of subscriber shares.
- **b.** Shares may be fully paid, partly paid or unpaid: any paid element should be shown as "Cash at Bank and in hand", any unpaid element shown as "Called up share capital not paid".
- c. The first year's accounts should include note 1 (required by paragraph 39 of Schedule 4 to the Companies Act 1985), thereafter this note should be deleted.
- d. Dormant companies acting as an agent for any person must state that they have so acted in the notes to the accounts.
- **e.** A fee or penalty raised on the company for the payment of an annual return (form 363) fee, change of name fee, reregistration fee, or late filing penalty may be omitted from the company records and this DCA form if the payment was made by a third party without any right of reimbursement.
- f. The company directors are responsible for preparing and filing accounts at Companies House that comply with the requirements of the Companies Act and failure to do so may result in prosecution. Should you have any doubt about the company's entitlement to file dormant accounts, or the preparation of those accounts, you should seek professional advice.
- **g.** This guidance only advises on the preparation of abbreviated dormant accounts which can be filed at Companian House. It does not advise on the preparation of full accounts for the members.

| Companies House   | USE THIS FORM FOR I<br>ENDING ON OR AFTE   |  | DCA   |
|---|--|--|---|
| CHEP000   |  |  |   |
| Company Number  | 00123456   |  |   |
| Company Name in full  | A Company Limited  |  |   |
| Balance Sheet as at   | 31 July 2002   |  |   |
|   |  | Current Year   | Previous Year                                       |
|   |  | 2002   |   |
| Called up Share Capital not paid (Se  | ee note b. above) £  |  |   |
|   |  | 100  |   |
| Cash at Bank and in Hand (See note  | : D. above) Z  |  |   |
| NET ASSETS  |  | £ 100  | £   |
| Authorised share capital:   |  |  |   |
| 1000 ordinary shares of   | £ 1.00 each  |  |   |
| Issued share capital:   |  |  |   |
| 100 ordinary shares of  | £ 1.00 each  | 100  |   |
| SHAREHOLDERS' FUNDS   |  | ٤ 100  | £   |
| Notes:  |  |  |   |
| <ol> <li>During the year the company allotted 1<br/>consideration received by the company v</li> </ol>  | UO ordinary shares with<br>vas £ 100   | an aggregate nominal valu  | e of £ 100 , the                                    |
| 2. During the year the company acted as a   | n agent for a person - if thi  | s applies please tick the  | box   |
| (b) Members have not required the Companies Act 1985. (c) The director(s) acknowledge(s) respire, ensuring the company keeps act.                   | company to obtain an a<br>consibility for:<br>counting records which co                                  | mply with section 221, and   | section 249B(2) of the                              |
| <li>ii. preparing accounts which give<br/>financial year, and of its profit a<br/>226, and which otherwise comp<br/>applicable to the company.</li> | and loss for the financial ye  | ear, in accordance with the<br>f the Companies Act relating  | requirements of section<br>ig to accounts, so far a |
| These accounts were approved by the Boar<br>on 30 August 2002<br>and signed on their behalf by:   | the box below but if you<br>House to contact you if<br>The contact informat<br>visible to searchers of t | You do not have to give any contact information in<br>the box below but if you do, it will help Companie<br>House to contact you if there a query on the form<br>The contact information that you give will be<br>visible to searchers of the public record. |   |
| Director(s)   |  | Contact details:   |   |
| A Director(s)   |  |  |   |
|   |  |  |   |

## An example:

On 1 July 2001 "A Company" Limited was incorporated with authorised share capital of 1,000 ordinary shares of which 100 shares were issued to its sole director. The director paid cash for the shares. The first year accounts are made up to 31 July 2002.

## Note:

The total of Net Assets should equal the total of Shareholders' Funds.

## Please Note:

This form is only suitable for dormant companies where the company's only transaction is one mentioned in 'a' above and the company is not a subsidiary.

When you have completed and signed the form please send it to the Registrar of Companies at:

Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff

for companies registered in England and Wales

or

Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB DX 235 Edinburgh

for companies registered in Scotland