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BIS Department for Business Innovation & Skills

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AA02 Dormant company accounts (DCA)

4	Date of approval of accounts •			
Approval of accounts	21, 55 /2/0/1/1	Please insert the date the accounts were approved by the board of directors		
5	Director's signature and name			
Signature	X Monius Chronom X			
Director's name	<i>*</i> . ^ .			
6.	Guidance	·		
	This guidance is on preparing dormant company accounts for a company limited by shares where its only transaction is the issue of subscriber shares and the company is not a subsidiary for financial years beginning on or after 6th April 2008	Please Note The total of Net Assets should equal the total of Shareholders' Funds - The DCA is only suitable for dormal companies where the company's		
	a The attached template for dormant company accounts is only suitable for those companies limited by shares which have never traded and where the only transaction entered into the accounting records of the company is the issue of subscriber shares	only transaction is one mentioned is above and the company is not a subsidiary Do not use the DCA if your company is a charity or is limited by guarantee or has no shares Do not use the DCA if preparing accounts in accordance with		
	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 Dormant companies acting as an agent for any person must state that they have so acted in Section 3	International Accounting Standards (IAS)		
	d A fee or penalty raised on the company for the payment of an annual return fee, change of name fee, reregistration fee, or late filing penalty may be omitted from the company records and this DCA - if the payment was made by a third party without any right of reimbursement			
	e 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			
	f This guidance only advises on the preparation of abbreviated dormant accounts which can be filed at Companies House It does not advise on the preparation of full accounts for the members			

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