## **UNAUDITED FINANCIAL STATEMENTS**

## FOR THE YEAR ENDED 31 MARCH 2023

Company Registration No. 08053324 (England and Wales)

PAGES FOR FILING WITH REGISTRAR



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# BALANCE SHEET

## **AS AT 31 MARCH 2023**

		20	23	202	22
	Notes	£	£	£	£
Fixed assets					
Tangible assets	4		604,616		575,347
Current assets					
Debtors	5	14,980		16,619	
Cash at bank and in hand		15,121		55,839	
		30,101		72,458	
Creditors: amounts falling due within one year					
Loans and overdrafts		17,354		15,656	
Taxation and social security	•	7,001		14,780	
Other creditors		6,854		3,713	
		31,209		34,149	
Net current (liabilities)/assets			(1,108)		38,309
Total assets less current liabilities			603,508		613,656
Creditors: amounts falling due after more than one year	6		(341,512)		(367,639)
Provisions for liabilities			(1,445)		(1,692)
Not so sto			200.554		244 225
Net assets			260,551 ———		244,325 ———
Capital and reserves					
Called up share capital			100		100
Profit and loss reserves			260,451		244,225
Total equity			260,551		244,325
	•				

The directors of the company have elected not to include a copy of the profit and loss account within the financial statements.

For the financial year ended 31 March 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies regime.

# **BALANCE SHEET (CONTINUED)**

# **AS AT 31 MARCH 2023**

The financial statements were approved by the board of directors and authorised for issue on  $\frac{118/23}{8}$  and are signed on its behalf by:

Mr D Molyneaux

Director

Company Registration No. 08053324

## NOTES TO THE FINANCIAL STATEMENTS

## FOR THE YEAR ENDED 31 MARCH 2023

## 1 Accounting policies

### Company information

Reflections Wigan CIC, registration number 08053324, is a private company limited by shares incorporated in England and Wales. The registered office is Orrell Hall Barn, Spring Road, Orrell, Lancashire, Orrell.

## 1.1 Accounting convention

These financial statements have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the requirements of the Companies Act 2006 as applicable to companies subject to the small companies regime. The disclosure requirements of section 1A of FRS 102 have been applied other than where additional disclosure is required to show a true and fair view.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Turnover

Turnover is recognised at the fair value of the consideration received or receivable for goods and services provided in the normal course of business. The fair value of consideration takes into account trade discounts, settlement discounts and volume rebates.

## 1.3 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Land and buildings

Not depreciated

Plant and machinery

25% Reducing balance

Fixtures, fittings & equipment

33% Straight line

Computer equipment

25% Reducing balance

The freehold property is not depreciated as it is maintained in a good state of repair such that its value is preserved.

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is credited or charged to profit or loss.

#### 1.4 Impairment of fixed assets

At each reporting period end date, the company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any). Where it is not possible to estimate the recoverable amount of an individual asset, the company estimates the recoverable amount of the cash-generating unit to which the asset belongs.

### 1.5 Cash and cash equivalents

Cash and cash equivalents are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2023

### 1 Accounting policies

(Continued)

#### 1.6 Financial instruments

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are measured at transaction price. Financial assets classified as receivable within one year are not amortised.

### Classification of financial liabilities

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

#### Basic financial liabilities

Basic financial liabilities, including creditors and bank loans, are recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

## 1.7 Equity instruments

Equity instruments issued by the company are recorded at the proceeds received, net of transaction costs. Dividends payable on equity instruments are recognised as liabilities once they are no longer at the discretion of the company.

#### 1.8 Taxation

The tax expense represents the sum of the tax currently payable and deferred tax.

#### Current tax

The tax currently payable is based on taxable profit for the year. Taxable profit differs from net profit as reported in the profit and loss account because it excludes items of income or expense that are taxable or deductible in other years and it further excludes items that are never taxable or deductible. The company's liability for current tax is calculated using tax rates that have been enacted or substantively enacted by the reporting end date.

#### Deferred tax

Deferred tax liabilities are generally recognised for all timing differences and deferred tax assets are recognised to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits. Such assets and liabilities are not recognised if the timing difference arises from goodwill or from the initial recognition of other assets and liabilities in a transaction that affects neither the tax profit nor the accounting profit.

#### 1.9 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2023

## 1 Accounting policies

(Continued)

### 1.10 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

#### 1.11 Government grants

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received.

A grant that specifies performance conditions is recognised in income when the performance conditions are met. Where a grant does not specify performance conditions it is recognised in income when the proceeds are received or receivable. A grant received before the recognition criteria are satisfied is recognised as a liability.

## 2 Judgements and key sources of estimation uncertainty

In the application of the company's accounting policies, the directors are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

## 3 Employees

The average monthly number of persons (including directors) employed by the company during the year was:

	2023 Number	2022 Number
•		
Total	8	7

# NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

4	Tangible fixed assets					
		Land and buildings	Plant and machinery	Fixtures, fittings & equipment	Computer equipment	Total
	·	£	£	£	£	£
	Cost					
	At 1 April 2022	573,944	7,318	4,030	2,580	587,872
	Additions	29,620 ———	-			29,620
	At 31 March 2023	603,564	7,318	4,030	2,580	617,492
	Depreciation and impairment					
	At 1 April 2022	-	6,254	3,692	2,579	12,525
	Depreciation charged in the year	-	266	85	· -	351
	At 31 March 2023	-	6,520	3,777	2,579	12,876
	Carrying amount			<del></del>		
	At 31 March 2023	603,564	798	253	1	604,616
	At 31 March 2022	<del></del> 573,944	1,064	338	1	<del></del> 575,347
		<del></del>				
5	Debtors					
	Amounts falling due within one year:				2023 £	2022 £
	Trade debtors				602	330
	Other debtors				14,378	16,289
			•			
					14,980 	16,619 ————
6	Creditors: amounts falling due after mo	ore than one ve	ar			•
		,			2023	2022
					£	£
	Bank loans and overdrafts				285,722	297,514
	Other creditors				55,790	70,125
		·			341,512	367,639
					====	=====

Bank loans and overdrafts totalling £286,838 (2022 - £295,837) are secured by a fixed charge over the property and floating charges over the property or undertaking of the company.

# **CIC 34**

# **Community Interest Company Report**

	For official use (Please leave blank)	
Please	Company Name in	
complete in typescript, or	full	REFLECTIONS WIGAN CIC
in bold black capitals.	Company Number	08053324
	Year Ending	31 MARCH 2023

Please ensure the company name is consistent with the company name entered on the accounts.

This template illustrates what the Regulator of Community Interest Companies considers to be best practice for completing a community interest company report. All such reports must be delivered in accordance with section 34 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 and contain the information required by Part 7 of the Community Interest Company Regulations 2005. For further guidance see chapter 8 of the Regulator's information and guidance notes.

<u>Please note that you must give details in this report of transfer of assets for less than full consideration e.g. donations to outside bodies, or paid directors at less than market value.</u>

(N.B. A Filing Fee of £15 is payable on this document. Please enclose a cheque or postal order payable to Companies House)

# PART 1 – GENERAL DESCRIPTION OF THE COMPANY'S ACTIVITIES AND IMPACT

In the space provided below, please insert a general account of the company's activities in the financial year to which the report relates, including a fair and accurate description of how they have benefited the community.

Reflections Wigan CIC runs a day centre service for people of all ages with dementia or memory problems. We also support their carer's. We are open 5 days per week and care for an average of 24 people per day.

Some of our service users are privately funded and some are funded by Wigan Council and Disability Direct.

We buy our own food, refreshments, newspapers, craft materials etc. from our local shops, producers and suppliers.

Reflections Wigan CIC employs 5 full-time staff and 2 part-time staff. We also have volunteers from the local community and the local colleges.

(Please continue on separate continuation sheet if necessary.)

Com	pany	Num	ber
	~~:,		~~:

08053324

Year Ending

31 MARCH 2023

# PART 2 – CONSULTATION WITH STAKEHOLDERS

A "stakeholder" is any person or organisation affected by the company's activities. Indicate what steps the company has taken during the financial year to which the report relates to consult its stakeholders, whether formally or informally. If there has been no consultation, this should be made clear.

Please indicate who the company's stakeholders are:
Reflections stakeholders are our service users, their carer's, Wigan Council, Disability Direct, Social Services Brokerage team, local shops and food producers. Reflections is nurse led and the directors of the company are involved in the day to day running of the company.
Please indicate how the stakeholders have been consulted:
The nature of reflections day centre lends itself to be a "person centred care" which effectively gives service users an enormous say on how they spend their time with us. We constantly consult our service users, carer's and social services.
What action, if any, has the company taken in response to feedback from its consultations? If there has been no consultation, this should be made clear.

(Please continue on separate continuation sheet if necessary.)

# Company Number 08053324 Year Ending 31 MARCH 2023

# PART 3 –DIRECTORS' REMUNERATION (See Appendix A)

All community interest companies are required to report certain information about their directors' remuneration.

The information required is specified in Schedule 3 to the Small Companies and Groups (Accounts and Directors' Report) Regulations 2008, for companies which are subject to the "small companies regime" under Part 15 of the Companies Act 2006.

All companies are required to provide some of this information in the notes to their annual accounts. If you have provided all of this information in your accounts, you need not reproduce it here, but you <u>must state</u> where that information can be found.

(a)	The overall total amount of remuneration paid to or receivable by directors in respect of qualifying services.
	The aggregate amount of emoluments paid to or receivable by directors in respect of qualifying services was £8,000
	There were no other transactions or arrangements in connection with the remuneration if directors or compensation for director's loss of office which require to be disclosed.
(b)	The overall total amount of money paid to or receivable by directors, and the net value of assets (other than money, share options or shares) received or receivable by directors, under long term incentive schemes in respect of qualifying services.  NONE
(c)	The overall total value of any company contributions—  (i) paid, or treated as paid, to a pension scheme in respect of directors' qualifying services, and  (ii) by reference to which the rate or amount of any money purchase benefits that may become payable will be calculated.
	NONE

- (d) The number of directors (if any) to whom retirement benefits are accruing in respect of qualifying services—
  - (i) under money purchase schemes, and
  - (ii) under defined benefit schemes.

NONE

NB: For the purposes of section 1 above, any reference to a "subsidiary undertaking" of the company, is to an undertaking which is a subsidiary undertaking a the time the services were rendered.

## 2. Compensation to directors for loss of office

The aggregate amount of any payments made to directors, or past directors, for loss of office.

NONE

NB: For the purposes of this paragraph, any reference to a "subsidiary undertaking" of the company, is to an undertaking which is a subsidiary undertaking immediately before the loss of office as director.

## 3. Sums paid to third parties in respect of directors' services

The aggregate amount, and nature, of any consideration (including benefits otherwise than in cash) paid to or receivable by third parties for making available the services of any person—

- (i) as a director of the company, or
- (ii) while director of the company—
  - (a) as director of any of its subsidiary undertakings, or
- (b) otherwise in connection with the management of the affairs of the company or any of its subsidiary undertakings.

**NONE** 

NB: For consideration otherwise than in cash, the reference to its amount is to the estimated money value of the benefit.

NB: "Third party" means a person other than:

- (a) the director himself or a person connected with him or body corporate controlled by him, or
- (b) the company or any of its subsidiary undertakings.

(Please continue on separate continuation sheet if necessary.)

### **NOTES**

## General nature of obligations

- (1) Information has to be given only so far as it is contained in the company's books and papers, or the company has the right to obtain it from the persons concerned.
- (2) Any information is treated as shown if it is capable of being readily ascertained from other information which is shown.

## Provisions as to amounts to be shown

- (1) The amount in each case includes all relevant sums, whether paid by or receivable from the company, any of the company's subsidiary undertakings or any other person.
- (2) References to amounts paid to or receivable by a person include amounts paid to or receivable by a person connected with him or a body corporate controlled by him (but not so as to require an amount to be counted twice).
- (3) Except as otherwise provided, the amounts to be shown for any financial year are—
- (a) the sums receivable in respect of that year (whenever paid) or,
- (b) in the case of sums not receivable in respect of a period, the sums paid during that year.
- (4) Sums paid by way of expenses allowance that are charged to United Kingdom income tax after the end of the relevant financial year must be shown in a note to the first accounts in which it is practicable to show them and must be distinguished from the amounts to be shown apart from this provision.
- (5) Where it is necessary to do so for the purpose of making any distinction required in complying with this Schedule, the directors may apportion payments between the matters in respect of which they have been paid or are receivable in such manner as they think appropriate.

## Exclusion of sums liable to be accounted for to company etc

- (1) The amounts to be shown do not include any sums that are to be accounted for—
- (a) to the company or any of its subsidiary undertakings, or
- (b) by virtue of sections 219 and 222(3) of the Companies Act 2006 (payments in connection with share transfers: duty to account), to persons who sold their shares as a result of the offer made.
- (2) Where—
- (a) any such sums are not shown in a note to the accounts for the relevant financial year on the ground that the person receiving them is liable to account for them, and
- (b) the liability is afterwards wholly or partly released or is not enforced within a period of two years,

those sums, to the extent to which the liability is released or not enforced, must be shown in a note to the first accounts in which it is practicable to show them and must be distinguished from the amounts to be shown apart from this provision.

# Money purchase benefits and defined benefits

Where a pension scheme provides for any benefits that may become payable to or in respect of any director to be whichever are the greater of—

- (a) money purchase benefits as determined by or under the scheme; and
- (b) defined benefits as so determined,

the company may assume for the purposes of this paragraph that those benefits will be money purchase benefits, or defined benefits, according to whichever appears more likely at the end of the financial year.

For the purpose of determining whether a pension scheme is a money purchase or defined benefit scheme, any death in service benefits provided for by the scheme are to be disregarded.

## Remuneration

Remuneration paid or receivable or share options granted in respect of a person's accepting office as a director are treated as emoluments paid or receivable or share options granted in respect of his services as a director.

Definitions	
Company contributions	means – in relation to a pension scheme and a director, any payments (including insurance premiums) made, or treated as made, to the scheme in respect of the director by a person other than the director
Consideration	includes benefits otherwise than in cash, and in relation to such consideration the reference to its amount is to the estimated money value of the benefit
Defined benefit scheme	means – a pension scheme that is not a money purchase scheme
Defined benefits	means - retirement benefits payable under a pension scheme that are not money purchase benefits
Money purchase benefits	means -

	<u></u>
	retirement benefits payable under a pension scheme the rate or amount of which is calculated by reference to payments made, or treated as made, by the director or by any other person in respect of the director and which are not average salary benefits
Money purchase scheme	means -
	a pension scheme under which all of the benefits that may become payable to or in respect of the director are money purchase benefits
Net value	means –
	In relation to any assets received or receivable by a director, value after deducting any money paid or other value given by the director in respect of those assets
Payment for loss of office	has the same meaning as in section 215 of the Companies Act 2006
Pension scheme	means –
	a retirement benefits scheme as defined by section 611 of the Income and Corporation Taxes Act 1988
Qualifying services	means -
	in relation to any person, that person's services as a director of the company, and that person's services while director of the company—
	(a) as director of any of its subsidiary undertakings; or
	(b) otherwise in connection with the management of the affairs of the company or any of its subsidiary undertakings
Remuneration	includes—
	(a) salary, fees and bonuses, sums paid by way of expenses allowance (so far as they are chargeable to UK income tax), and
	(b) subject to the exclusion below, the estimated money value of any other benefits received by him otherwise than in cash.

The expression does not include—
The expression does not include—
<ul> <li>(a) the value of any share options granted to a director or the amount of any gains made on the exercise of any such options,</li> </ul>
(b) any company contributions paid, or treated as paid, in respect of him under any pension scheme or any benefits to which he is entitled under any such scheme, or
(c) any money or other assets paid to or received or receivable by him under any long term incentive scheme
has the meaning given by section 612(1) of that Act
means -
a right to acquire shares
means -
shares (whether allotted or not) in the company, or any undertaking which is a group undertaking in relation to the company, and includes a share warrant as defined by section 779(1) of the Companies Act 2006
Any reference to a subsidiary undertaking of the company, in relation to a person who is or was, while a director of the company, a director also, by virtue of the company's nomination (direct or indirect) of any other undertaking, includes that undertaking, whether or not it is or was in fact a subsidiary undertaking of the company

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# Company Number

08053324

Year Ending

31 MARCH 2023

# PART 4 – TRANSFERS OF ASSETS OTHER THAN FOR FULL CONSIDERATION (EXCLUDING DIVIDENDS)

Community interest companies are only permitted to transfer assets other than for full consideration (i.e. at less than market value) if:

- (i) the assets in question are transferred to an asset-locked body (a community interest company, charity or equivalent body established outside Great Britain) which is specified in the company's constitution, or where the Regulator has consented to the transfer: or
- (ii) the transfer, although not made to an asset-locked body, is nevertheless made for the benefit of the community.

Where transfers of either kind are made, the community interest company report must disclose the amount of the transfer, or, where this cannot be given precisely, a fair estimate of the value of the assets transferred. Please give the following details:

•	3
i)	A description of the asset and the amount of the transfer or estimate of its value.  Please state 'none', if applicable and move to section 5  NONE
ii)	Details of the recipient, to which the asset was transferred, including whether or not it is an asset-locked body.
iii)	If the recipient is not an asset-locked body, how the transfer will benefit the community.
iv)	If the recipient is an asset-locked body, whether it is specified in the company's memorandum or articles of association as a recipient of transfers of the company's assets other than for full consideration.
v)	If the recipient is an asset-locked body, but is not so specified, brief details of how the Regulator's consent to the transfer was given.
vi)	

# **Company Number**

08053324

**Year Ending** 

31 MARCH 2023

# PART 5 – DIVIDENDS FOR THE FINANCIAL YEAR TO WHICH THE REPORT RELATES

This part of the template should be completed if the company is limited by shares and has declared or proposed to declare a dividend in respect of the financial year to which the report relates or has declared a dividend in respect of any of the four financial years immediately preceding that financial year. If the company is limited by shares but has not declared or proposed any dividends in respect of the financial year to which the report relates, please indicate this.

Before completing this part you should consult Chapter 6.3 and Annex A of the Regulator's information and guidance notes which contain the rules on dividend payments.

For all dividends declared or proposed in respect of the financial year to which the report relates, please supply the following information:

report relates, please supply the following information.		
(i)	A description of the class, number and paid up value of the shares on which the dividend has been declared or paid. Please state 'none', if applicable and move to section 6	
	<ul><li>(a) 50 Ordinary A shares with a paid up value of £50</li><li>(b) 50 Ordinary B shares with a paid up value of £50</li></ul>	
(ii)	The amount of dividend declared or paid per share	
	(a) £134 per share declared (b) £40 per share declared	
	Average £87 per share declared	
(iii)	Whether or not the dividend is an exempt dividend (in essence, a dividend paid directly or indirectly to an asset-locked body where the asset-locked body is either specified in the company's constitution as a possible recipient of its assets, or the Regulator has consented to payment of the dividend.	
	(a) No (b) No	
(iv)	if it is an exempt dividend, why it is an exempt dividend.	
	N/A	
(v)		
	(Places continue on congrete continuation shoot if necessary)	

# **Company Number**

(iv)

08053324

Year Ending

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Where a dividend which is not an exempt dividend is declared or proposed in respect of the financial year to which the report relates, the report must explain how it complies with regulations 17 to 20 of the Community Interest Company Regulations 2005 by giving details of:

of:		
(i)	The maximum dividend per share	
	Distributable profits for YE 31 March 2023 Dividend cap 35% Number of shares	£24,926 £8,724 100
	Maximum dividend per share	£87.24
(ii)	The maximum aggregate dividend	
	£8,724	
(iii) In addition to the above information, the total amount of (a) all exempt; and exempt dividends declared or proposed in respect of the financial year to where the report relates should be given.		
	(a) £Nil (b) £8,700	

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Year Ending	31 MARCH 2023

# PART 6 - INTEREST PAID AT A PERFORMANCE-**RELATED RATE**

This part should only be completed if the company has, at any time during the financial year to which this report relates, had a debt outstanding, or a debenture in issue on which a performance-related rate of interest was payable. A performance-related rate of interest is a rate which varies according to the level of the company's profits or turnover, or any item on its balance sheet. See further Chapter 6.4 of the Regulator's guidance notes.

please give the following details:		
(i)	The rates of interest paid on any debt or debenture of the company on which a performance-related rate of interest was payable as calculated over a 12 month period ending with the most recent date on which interest became payable in respect of that debt or debenture during the financial year. Please state 'none', if applicable and move to section 7	
	NONE	
(ii)	(If the interest cap applied to that debt or debenture) how any such rates of interest were calculated.	
(iii)	Either the interest cap applicable to the debt or debenture concerned (with an explanation of how it has been calculated), or an explanation of why the cap does not apply to it (i.e. because the agreement was entered into before the company became a community interest company).	

Company Number	08053324		
Year Ending	31 MARCH 2023		

(N.B. Please enclose a cheque for £15 payable to Companies House)

# **PART 7 - SIGNATORY**

Please ensure that a director or secretary signs the original CIC Report, which should be retained for your records. Please send a copy of the CIC Report to the Registrar of Companies (see below).

Signed D Motyner Date 25/8/23

Office held (delete as appropriate) Director/Secretary

You do not have to give any contact information in the box opposite but if you do, it will help the Registrar of Companies to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

		<del></del>
	<del>-</del> -	<u></u>
	Tel	
DX Number	DX Exchange	

Please send a completed copy, along with the accounts and a cheque or postal order for the £15 filing fee (payable to Companies House), to one of the following addresses:

Companies registered in **England and Wales**: Companies House, Crown Way, Cardiff, CF14 3UZ (DX 33050 Cardiff)

Companies registered in **Scotland**: Companies House, 4<sup>th</sup> Floor, Edinburgh Quay 2, 139 Fountainbridge, Edinburgh EH3 9FF (DX235 Edinburgh)

Companies registered in **Northern Ireland**: Companies House, 2nd Floor, The Linenhall, 32-38 Linenhall Street, Belfast, BT2 8BG

(N.B. The accounts and CIC34 cannot be filed online)

Please ensure the company name is consistent with the company name entered on the accounts.