Guidance I

Statement

1. Introduction

From 30th June 2016, the Companies House (CH) w This was a change intr Employment Act 2015 (the

Section 92 of the Act replarequires the annual confir CH.

2. What is a confirmation st

In essence the confirmation has delivered all the information statement relapproach of the annual retainformation and only provide

If any corporate details on relevant changes can be r be no need to repeat prev or a statement of capital u is given by the company th registrar or is being deliver

Note that if there have bee alternative inspection ad registers, the company musame time as) filing their conotified on Form AP01 fir confirmation statement do changes and file the correformat of the confirmation applies to the details of Companies only confirm Prather than setting out the PSC01 – PSC09 to notify (

For a company whose de CS01 simply involves a "cl CH is confirmed as accura-

3. Filing of confirmation sta

A confirmation statement in Unlike an annual return, to statement needs to be made confirmation date and for

ies to submit an annual return to ed with a confirmation statement.

Small Business Enterprise &

4 of the Companies Act 2006 and of information on the Register at

confirms to CH that the company provide in the period to which the confirm" process rather than the ompany to repeat previously filed by data as at a specific date.

correct or need to be updated, the on statement. However, there will on or submit lists of shareholders e reported. Instead a confirmation in has either been delivered to the statement.

s registered office address, single ppointments or the location of form separately before (or at the prexample, new directors must be the confirmation statement. The d for companies to report these retantly as of 26th June 2017, the ed and this separate filing also with significant control (PSCs). CS01 that they have already filed all. Companies should use forms

on year, the procedure of Form ss, so that the information held by

t once in every 12 month period. n year on which the confirmation ose whichever date it wants as its I company administration, a date could be chosen that align:

The confirmation statemer of the relevant review pe beginning with the day of t beginning with the day afte

The company can however prior to the end of the durande a new 12 month programme and the manufacture of the most need to make and the most need to m

Annual returns cannot be statements must be filed in

A company's first confirma

- the anniversary of t
- the anniversary of t

Note that the 28 day grace 14 days for the confirmation which may make the comp

4. Contents of confirmation

The information that mus broadly the same as was r PSC information was requihowever as stated above, From 26th June 2017, follo Directive, all information o therefore reported to CH ir and confirmed in Form CS where this is discussed mo

The information to be confi

- a) details of the comp
- b) in the case of a pri on the central reg information require maintenance of tho
- c) details of company
- d) the address of any
- e) any change in the

¹ From June 2016, private companies have the optic registers. This applies to the registers of members, d This is entirely voluntary. er statutory filing obligations.

It to CH within 14 days of the end means the period of 12 months ion and each period of 12 months review period.

onfirmation statement at any point confirmation statement has been n. This rolling 12 month window nfirmation statement with another tratively easier. The company will ent for a further 12 months.

2016 and therefore confirmation

filed within 14 days of:

or ompany's last annual return.

nnual return has been reduced to to comply with this is an offence to a fine.

of the confirmation statement is turn with some changes. Note that Form CS01 from 30th June 2016, en changed from 26th June 2017. he Fourth Anti-Money Laundering to be "current". PSC information is within a much-reduced timeframe C Registers group of documents

atement includes:

elected to keep any of its registers ant confirming that all necessary the registrar in relation to the livered¹:

bany officers;

nts are kept there;

usiness activities (section 853C

public register, instead of holding their own statutory ial address and people with significant control (PSC).



Companies Act 200

- f) an updated statem 2006);
- g) whether any of the (section 853E Com
- share transfers whi 853G Companies information include each class held, the of registration of company has elect only;
- i) whether the compa 21A Companies Ac
- j) confirmed information regard change to the information 14 days to update information to CH.

5. Additional information

A filing fee is payable for rather than per statement on paper. CH website has rather than submit a paper

At least one confirmation companies may choose to useful where multiple char June 2016) that the fee is notwithstanding the number company gets to the anniv again. It is always worth ch

It is hoped that the confirming with CH. For company se reduce the administrative I capital or a list of sharehol since the last information firming.

CH website has produced also be consulted for the Please note that CH has statements as of November confirmation statement has tyle, it **must** submit a full is because the company we total capital of the company

ary (section 853D Companies Act

e publicly traded during the year

onfirmation period (section 853F & raded companies the requisite reholder, the number of shares of ch class transferred and the dates equirement will not apply if the f members on the central register

ion from the requirements of Part requirements); and

e that as of 26th June 2017, ement to provide CH with updated th June 2017, where there is a or LLP's) PSC register, it will have and another 14 days to send the

ent. The fee is payable annually n whether filing is made online or es. It is cheaper to webfile online

each year, but as stated above, during that period. This may be e year. CH have confirmed (as at and will cover a 12 month period ents that a company files. Once a ayment period, the fee will be due ition on CH website.

eamline the annual filing process oup companies, it is expected to longer have to file a statement of ovided there has been no change

nfirmation statements that should nation. It can be accessed here. It can be accessed here.