

Guidance Notes on Confirmation Statement

1. Introduction

From 30th June 2016, the Companies House (CH) will require all companies to submit an annual return to CH with a confirmation statement. This was a change introduced by the Small Business Enterprise & Employment Act 2015 (the Act).

Section 92 of the Act replaces section 864 of the Companies Act 2006 and requires the annual confirmation statement to be filed with CH.

2. What is a confirmation statement?

In essence the confirmation statement is a statement that the company has delivered all the information required to be included in the confirmation statement. It is a confirmation statement rather than an annual return. The approach of the annual return was to require the company to repeat previously filed information and only provide updates where necessary.

If any corporate details on the confirmation statement are incorrect or need to be updated, the company must provide a statement of capital update or a statement of capital update. If any corporate details on the confirmation statement are incorrect or need to be updated, the company must provide a statement of capital update or a statement of capital update.

Note that if there have been changes to the company's registered office address, single appointments or the location of the company's registered office, the company must file a confirmation statement separately before (or at the same time as) filing their confirmation statement. For example, new directors must be notified on Form AP01 first. The confirmation statement does not cover changes and file the correct format of the confirmation statement. The confirmation statement applies to the details of the company's registered office address, single appointments or the location of the company's registered office. Companies only confirm PSCs. Companies must file a confirmation statement rather than setting out the details of the company's registered office address, single appointments or the location of the company's registered office. PSC01 – PSC09 to notify CH.

For a company whose details are confirmed by CH, the procedure of Form CS01 simply involves a "confirmation statement" so that the information held by CH is confirmed as accurate.

3. Filing of confirmation statement

A confirmation statement must be filed once in every 12 month period. Unlike an annual return, the confirmation statement needs to be made on any year on which the confirmation statement needs to be made. The confirmation statement needs to be made on any year on which the confirmation statement needs to be made.

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could be chosen that aligns

er statutory filing obligations.

The confirmation statement is due to CH within 14 days of the end of the relevant review period. This means the period of 12 months beginning with the day of the last annual return and each period of 12 months beginning with the day after the end of the previous review period.

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The company can however make a new 12 month period prior to the end of the due date. This means that a company can file a confirmation statement at any point during the 12 month period and then not need to make another for a further 12 months.

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Annual returns cannot be filed in 2016 and therefore confirmation statements must be filed in 2017.

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A company's first confirmation statement must be filed within 14 days of:

filed within 14 days of:

- the anniversary of the company's incorporation
- the anniversary of the company's first annual return

or the anniversary of the company's last annual return.

Note that the 28 day grace period has been reduced to 14 days for the confirmation statement which may make the company liable to a fine.

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4. Contents of confirmation statement

The information that must be provided in the confirmation statement is broadly the same as was required in the annual return. From 26th June 2017, following the implementation of the Fourth Anti-Money Laundering Directive, all information on the company's registers must therefore be reported to CH in the confirmation statement and confirmed in Form CS01. This is discussed more fully in the [Confirmation Statement](#) group of documents.

of the confirmation statement is broadly the same as was required in the annual return with some changes. Note that from 30th June 2016, Form CS01 has been changed from 26th June 2017. From 26th June 2017, following the implementation of the Fourth Anti-Money Laundering Directive, all information on the company's registers must therefore be reported to CH in the confirmation statement and confirmed in Form CS01. This is discussed more fully in the [Confirmation Statement](#) group of documents.

The information to be confirmed in the confirmation statement includes:

statement includes:

- a) details of the company's registered office
- b) in the case of a private company, details of the company's registered office on the central register and details of the company's registered office information required for the maintenance of the company's registers
- c) details of company officers
- d) the address of any company officers
- e) any change in the company's business activities

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- a) details of the company's registered office
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- c) details of company officers
- d) the address of any company officers
- e) any change in the company's business activities (section 853C of the Companies Act 2006)

¹ From June 2016, private companies have the option to hold their registers in the public register. This applies to the registers of members, directors and people with significant control (PSC). This is entirely voluntary.

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ent. The fee is payable annually
n whether filing is made online or
ees. It is cheaper to webfile online
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each year, but as stated above, during that period. This may be the year. CH have confirmed (as at 1/1/2020) and will cover a 12 month period of the documents that a company files. Once a payment period, the fee will be due on the 1st of the month on CH website.

streamline the annual filing process. For public companies, it is expected to no longer have to file a statement of ownership. Provided there has been no change

confirmation statements that should be submitted to Companies House. It can be accessed [here](#). When submitting annual confirmation statements, a company submitting its first statement of capital in the new year must include the amount in the confirmation statement. This is the aggregate amount unpaid on the shares of capital.