



# Important information for company and LLP officers

(These notes apply whether or not your company or LLP is trading)

## Accounts and Annual Returns

- **On 1st February 2009 the Late Filing Penalty regime changed. For more details please read the information overleaf.**
- All limited companies and Limited Liability Partnerships (LLPs) must deliver accounts to the Registrar of Companies for each individual accounting period from their date of incorporation. The Companies Act 2006 has changed the period allowed for filing accounts. The changes affect accounting periods beginning on or after 6 April 2008. The filing period for these accounts has been reduced to 9 months for private companies and LLP's and 6 months for a public company. The filing period for first accounts also changes accordingly – 21 months from incorporation for a private company and LLP and 18 months from incorporation for a public company.
- Directors and Designated Members risk a criminal record, a fine, and disqualification if they do not ensure that documents are delivered on time. Another consequence could be the removal of the company or LLP from the register. In addition, when accounts are delivered late the company or LLP itself incurs an automatic financial penalty of up to £1,500 for a private company/LLP, and £7,500 for a public company.
- **In addition to accounts, each company/LLP must also deliver an annual return form to the Registrar each year. Annual returns and accounts may be due for filing at different times. Accounts must be delivered to Companies House by the due date.**

**They are regarded as delivered when they are received at Companies House, in an acceptable format. The safest and most secure way to send statutory information to Companies House is to use our online filing services. You can submit audit exempt abbreviated accounts and dormant company accounts online. WebFiling contains inbuilt checks and provides automatic email acknowledgements. If you intend using our WebFiling service, please allow up to 5 working days for an authentication code to be sent to your company's registered office address. If you apply too late, you may miss the deadline and incur financial penalties. The WebFiling service is not yet available for LLPs. For information on WebFiling please visit [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)**

**If you would like us to confirm receipt of paper filed accounts, please enclose a Stamped Addressed Envelope with a copy letter or prepaid acknowledgement card. Alternatively, check our website a few days after posting. We cannot accept delays or losses in transit as a reason for delivering accounts late. If you are posting close to the deadline, please consider using a guaranteed delivery service with consequential loss cover.**

- The absence of accounts and annual returns is highlighted on records held at Companies House. Financial institutions, potential business partners, clients, customers and others examine our records before deciding whether to enter into business dealings with companies and LLPs.

### **Important**

You must notify Companies House if you change your registered office address. We must have a complete, correct and functional address where we can contact your company/LLP. If mail is returned to us unopened we may start action to remove your company/LLP from the register.

# From 1st February 2009 Being Late Costs More!

If you deliver accounts late by even one day your company/LLP will incur an automatic Late Filing Penalty. The amount of the penalty depends on how late the accounts reach Companies House in an acceptable format.

**The main changes to the Late Filing Penalty regime introduced from 1st February 2009 are that:**

- All penalties to be increased to take account of inflation since 1992.
- Penalties for companies/LLPs who file more than one month late increase at a faster rate.
- Any company/LLP which files late having also filed late in the previous year will attract a double penalty.

For late filing penalties levied from the 1st February 2009 the new penalty table is:

How late are the accounts delivered	Private Company/ LLP	Public Company
Not more than 1 month	£150	£750
More than 1 months but not more than 3 months	£375	£1500
More than 3 months but not more than 6 months	£750	£3000
More than 6 months	£1500	£7500

## Double Penalties

In addition where there was a failure to comply with filing requirements in relation to the previous financial year (and the previous year had began on or after 6th April 2008 for companies and 1 October 2008 for LLPs), the penalty will be double that shown in the new table.

## 14 day concession

Currently when accounts are filed just prior to a filing deadline, but are found to be unacceptable, companies and LLPs get a 14 day concession from the date of rejection to re-submit acceptable accounts without incurring a penalty. **Please note that from 1 October 2009 this concession will be removed.**

For further information about late filing penalties and the new changes please visit our website at:

[www.companieshouse.gov.uk/companiesAct/faq.shtml](http://www.companieshouse.gov.uk/companiesAct/faq.shtml)

or call our Contact Centre on **0303 1234 500**.