

BMC ACCOUNTANTS LTD

Chartered Accountants & Registered Auditors

Issue Date 27-04-16

COMPANIES HOUSE CONFIRMATION STATEMENT

CONFIRMATION STATEMENT REPLACES ANNUAL RETURN

From June 2016, annual returns will be replaced by a confirmation statement.

The deadline for submission has changed is now 14 days after the relevant date compared to 28 days.

A record of Persons of Significant Control needs to be submitted along with the confirmation statement.

WHAT IS IT?

From June 2016, the annual return is being replaced. Instead, you'll now file a 'confirmation statement' at least once a year.

You need to 'check and confirm' the company information Companies House hold for you and let them know if there are any changes.

There'll be a fee to pay with the confirmation statement. You can update your record as many times as you need to, but you'll only be charged once a year.

WHATS NEW – IS IT NOT THE SAME AS AN ANNUAL RETURN?

On the face of it, it appears there is little difference between the information a company currently submits under the annual return and what will be required under the confirmation statement, especially for those companies that already use Companies House online filing procedures for annual returns, in which they can progress through the details of the company and either confirm that no changes have taken place during the year or update the records accordingly.

However, it is important to note some key differences as follows:

Filing Dates – Whilst annual returns had fixed filing dates, companies may make a confirmation statement at any time they wish, however no longer that 12 months may elapse between confirmation statements.

- **Reduced filing period** – You were allowed a period of 28 days from the due date of the annual return to file it with Companies House. This period has been reduced down to 14 days for the confirmation statement, therefore if twelve months have elapsed since the last filing of the confirmation statement you will only have an additional 14 days to file the confirmation



The BMC logo, consisting of the letters 'BMC' in a large, bold, blue serif font, enclosed within a blue rectangular border.

statement before the company is no longer considered to be in good standing.

Contact Us

BMC ACCOUNTANTS LTD

11 CAULFIELD PLACE
NEWRY
CO. DOWN
BT35 6AS
028 3025 6100
info@bmcca.com
www.bmcca.com

- **Additional information** – The introduction of the confirmation statement will coincide with the new **Persons of Significant Control Register**, and this will need to be delivered alongside the confirmation statement. For details on the Persons of significant control please click the link:

The current charge for filing an annual return is £40 using the paper filing method or £13 if filing online, no fee has yet been prescribed as payable on filing of the confirmation statement however this is likely to be included in the secondary legislation on the matter.

SUMMARY OF CONTENT REQUIREMENTS

Companies will be required to confirm the following information as part of the Annual Confirmation:

- the address of the company's registered office;
 - in the case of a private company that has elected to have its register of members kept by Companies House, that it has filed all the necessary information to enable CH to keep that register;
 - details of the directors and their residential addresses;
 - in the case of a private company that has elected to have its register of directors and/or register of directors' residential addresses kept by Companies, that it has filed all the necessary information to enable CH to keep that register;
 - the details of any secretary;
 - in the case of a private company that has elected to have its register of secretaries kept by Companies House, that it has filed all the necessary information to enable CH to keep that register;
 - in the case of a private company that has elected to have its PSC register kept by Companies House, that it has filed all the necessary information to enable CH to keep that register;
 - the address of any SAIL and which documents are kept there;
 - in the case of a company which, in accordance with regulations under s. 1136, keeps any company records at a place other than its registered office, any duty under the regulations to give notice of a change in the address of that place;
 - any change in company's principal business activities (s. 853C);
 - an updated statement of capital, if necessary (s. 853D);
 - whether any of the company's shares were publicly traded during the year (s. 853E);
 - share transfers which occurred during the confirmation period (s. 853F & 853G);
 - whether the company has a special exemption from the requirements of Part 21A (the PSC Register requirements);
- and
- updated information about PSCs (persons of significant control).

PERSONS OF SIGNIFICANT CONTROL

From 6 April 2016 you need to start keeping a record of the people who control your company - your PSC's. There are criminal penalties if you don't do this.

For most companies these will be individuals who:

- hold more than 25% of the company's shares
- hold more than 25% of the company's voting rights
- have the right to appoint or remove the majority of directors

If an individual does not meet the above conditions, check to see if you have anyone who:

- has the right to, or actually exercises, significant influence or control over the company
- has the right to, or actually exercises, significant influence or control over a trust or company that meets one of the above condition

From 30 June 2016 you need to provide us with the details of your PSCs. In most cases you'll do this as part of your first [confirmation statement](#). If you don't have any PSCs or you're still trying to confirm who they are, you'll have a selection of statements to choose from.

Also if you believe any of your PSCs should be covered by our [protection regime](#), read the additional guidance carefully for details of how they can apply to have their information protected.