

What is an Annual Return?

An annual return is a report containing accurate and up-to-date information about a limited company on a certain date. The purpose of an annual return is to confirm or update registered company details with Companies House. The public register of companies will be amended to reflect any new information supplied in the annual return.

What information is required in an Annual Return?

Annual returns will include information about a company's registered office address, directors, secretaries, shareholders and share capital.

How often do I have to file an Annual Return?

At least one annual return should be filed each year.

When is my Annual Return due?

Annual returns are due within 28 days of the anniversary of incorporation or within 28 days of the anniversary of the previous annual return. The date at which the information in your return should be accurate is called the 'made-up-to' date because the annual return is made up to that date.

What is the made-up-to date?

This is the date at which a company's Annual Returns must be accurate.

Who is responsible for completing and filing Annual Returns?

Company directors are responsible for completing and submitting accurate annual returns on time to Companies House. If a company has a secretary, the director may delegate this task to him or her but, ultimately, the director is still legally responsible.

What happens if I forget to file an Annual Return?

Companies House imposes no penalties for filing late annual returns but the longer you leave it, the more serious the situation could become. It is a criminal offence if you simply fail to deliver an annual return at all – your company could be prosecuted, a director could be held personally liable and removed from office and, in severe cases, your company could be struck off the register.

Is the Annual Return the same as annual accounts?

No, they are completely separate – annual accounts report on the financial activity of a company during its most recent financial year. Annual accounts, or ‘statutory’ accounts, should be filed every year with Companies House, and with HMRC as part of the Company Tax Return.

Where do I send my Annual Returns?

Annual Returns must be delivered to Companies House, either online or by post.

How do I submit an Annual Return?

You can file your Annual Return on line with Companies House. Alternatively Ezyco Formations will be happy to complete and file annual returns on your behalf as an additional service.