



Confirmation statement

What this form is for

You may use this form to confirm that the company has filed up to date.
You must file a confirmation statement at least once every year.

FileOnline

Use the **online service** to update your information as quickly as possible.

Or visit:

gov.uk/file-your-confirmation-statement-with-companies-house

It takes longer to process
paper forms sent to us
by post.



A £40 fee may be payable with
this form.

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Confirmation statement



Companies House



Go online to file this information
gov.uk/companieshouse

A fee may be payable with this form
Please see 'How to pay' on the last page.

✓ **What this form is for**
You may use this form to confirm that the company has filed up to date. You must file a confirmation statement at least once every year.

✗ **What this form is NOT for**
You cannot use this form to tell us of changes to the company officers, people with significant control (PSC), registered office address, or single alternative inspection address (SAIL) information.

For further information, please refer to our guidance at: gov.uk/companieshouse



Before you start

You can check your company details for free on our online service:

find-and-update.company-information.service.gov.uk

Change to your company information

If you need to make any changes to:

- **Part 1** Principal business activities or standard industrial classification (SIC)
- **Part 2** Statement of capital
- **Part 3** Trading status of shares and exemption from keeping a register of people with significant control (PSC)
- **Part 4** Shareholder information
Use the additional parts of this form to do this.
- **Part 5** Registered email address.

Complete this part if the company was incorporated on registration of an application which was delivered to the registrar before 4 March 2024 and this is the first confirmation statement with a confirmation date after 4 March 2024 Do not use this part to update an email address you've already registered. Use the EM01.

Other changes

If you need to make any changes to:

- registered office address
- single alternative inspection address (SAIL) and company records
- officer appointments
- information about people with significant control
- registered email address

You must do this separately before or at the same time as this confirmation statement.

1 Company details

Company number

Company name in full

→ Filling in this form

Please complete in typescript or in bold black capitals.

2 Confirmation date

Please give the confirmation statement date. You must deliver this form within 14 days of this date. Please check your company records for the date of your confirmation period.

Confirmation date ①

① Check when your confirmation statement is due

To check your confirmation statement date:

find-and-update.company-information.service.gov.uk/

You can make a statement at any time during the confirmation period. This will change your next confirmation date.

3 Lawful purpose statement

Please tick the box to confirm.

The company confirms that the intended future activities of the company are lawful.

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Confirmation statement ①

I confirm that all information required to be delivered by the company pursuant to section 853A(1)(a) of the Companies Act 2006 in relation to the confirmation period ending on the confirmation date above either has been delivered or is being delivered with this statement.

Name ①

Enter your printed name. You do not need to include a signature.

This form may be authenticated by:
Director②, Secretary, Person authorised③, Charity commission receiver and manager, CIC manager, Judicial factor.

① Authentication

This will appear on the public record.

② United Kingdom Societas (UKS)

If the form is being filed on behalf of a UKS please delete 'director' and insert details of which organ of the UKS the person authenticating has membership

③ Person authorised

Under either section 270 or 274 of the Companies Act 2006.

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Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name

Company name

Address

Post town

County/Region

Postcode

Country

DX

Telephone

Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- The company name and number match the information held on the public Register.
- You have checked the company information that we hold.
- You have ticked the statement of lawful purpose.
- You have shown any relevant changes made to your information on the additional parts to this form or filed the appropriate form before or at the same time as this confirmation statement.
- You have completed and enclosed Part 5 (registered email address) if necessary.
- You have authenticated the form.
- You have enclosed the correct fee if appropriate.

How to pay

You must include a £40 fee with the first confirmation statement you file each year. Further Confirmation Statements made in the same year don't require a fee.

Make cheques or postal orders payable to 'Companies House.'

Important information

All information on this form, apart from any registered email address given in Part 5, will appear on the public record.

How to send your form

You can upload certain forms to Companies House instead of sending them by post.

If you need to post your form, you must send it to the correct address.

For more information on where to send the form visit:
gov.uk/companies-house/offices

Further information

For further information, please see the guidance notes on the website at gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on our website:
gov.uk/companieshouse