

RT01

Application for administrative restoration to the Register



Companies House

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

✓ **What this form is for**
You may use this form to apply for
administrative restoration to the
Register.

✗ **What this form is NOT for**
You cannot use this form for any
other application for restoration to
the Register.

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

1 Company details

Company number									
Company name in full									

→ Filling in this form

Please complete in typescript or in
bold black capitals.

All fields are mandatory unless
specified or indicated by *

2 The application ①

I, being a former director/member of the above dissolved company, apply for the company to be administratively restored to the Register under section 1024 of the Companies Act 2006. The following conditions required for restoration have been met:

- The application is being made by a former director / member of the company.
- The application is being made within 6 years of dissolution.
- The company was struck off the Register under the power of the Registrar to strike off a defunct company (section 1000 & 1001 of the Companies Act 2006 or section 652 of the Companies Act 1985).
- The company was carrying on business or was in operation at the time of strike off.
- If applicable, where property was vested bona vacantia, the Crown representative has signified to the Registrar in writing consent to the company's restoration. It is the applicant's responsibility to obtain consent and pay any costs.
- Documents relating to the company to bring up to date the company record have been properly delivered to the Registrar. ②
- All penalties outstanding under section 453 of the Companies Act 2006 or section 242A of the Companies Act 1985 or corresponding earlier provisions at the date of dissolution have been paid. ③
- The administrative restoration fee is included with this application.

① Restoration

The Registrar will notify the applicant of the decision to restore the company under section 1025 in writing. If the decision of the Registrar is to restore the company, the restoration will take effect from the date the notification letter is sent.

② Documentation

This should include:

- This RT01 with filing fee.
- Any outstanding accounts.
- Any outstanding late filing penalties.
- Any outstanding annual returns with filing fees.
- A bona vacantia waiver letter.

③ Late filing penalty

The company is not liable to a penalty under section 453 or any corresponding earlier provision if the period allowed for filing the accounts and reports ended:
- after the date of dissolution,
- and before the restoration of the company to the register.

3 Statement of compliance

I confirm that I am a former director/member making this application and the requirements for administrative restoration under section 1025 of the Companies Act 2006 have been met.

Signature

Signature

✗

✗

RT01

Application for administrative restoration to the Register

4

Alternative name

If at the date of restoration the company could not be registered under its former name without contravening section 66 of the Companies Act 2006 (name not to be the same as another in the Registrar's index of company names), it must be restored to the Register under another name specified. This name is subject to the provisions of section 54 and 55 of the Companies Act 2006 (sensitive words and expressions), section 80 (change of name: registration and issue of new certificate of incorporation), and section 81 (change of name: effect) as if the application to register were a notice of change of name.

Please enter an alternative name if the former name is unavailable. Please check the company names' index to see if the alternative name is available at www.companieshouse.gov.uk

Alternative name ①

① Alternative name

If the alternative name cannot be registered, the Registrar shall restore the company as if its company number was also its name. The company then has 14 days after the date of restoration to change its name by resolution of the directors. The company must give notice to the Registrar of the change, and sections 80 and 81 apply as regards the registration and effect of the change.

It is an offence under section 1033(6) of the Companies Act 2006 if the company name is not changed within 14 days of the company being restored with the company number as its name.

RT01

Application for administrative restoration to the Register



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 the 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.
- The conditions for restoration have been met.
- A former director / member has signed the form in section 3.
- The correct fee for restoration (and if applicable, the change of name fee) is enclosed.

To avoid delay, this form should be filed as part of a package. Please ensure you also enclose the following:

- All outstanding accounts.
- All outstanding annual returns with filing fees.
- All outstanding late filing penalties (if applicable).
- A bona vacantia waiver letter (available from www.bonavacantia.gov.uk/output).



Important information

Please note that all information on this form will appear on the public record.



How to pay

A fee of £100 is payable to Companies House in respect of an application for administrative restoration.

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



Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below:

For companies registered in England and Wales:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.

For companies registered in Scotland:

The Registrar of Companies, Companies House,
Fourth floor, Edinburgh Quay 2,
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF.
DX ED235 Edinburgh 1
or LP - 4 Edinburgh 2 (Legal Post).

For companies registered in Northern Ireland:

The Registrar of Companies, Companies House,
Second Floor, The Linenhall, 32-38 Linenhall Street,
Belfast, Northern Ireland, BT2 8BG.
DX 481 N.R. Belfast 1.



Further information

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

This form is available in an alternative format. Please visit the forms page on the website at www.companieshouse.gov.uk