



Companies House  
— for the record —

USE THIS FORM FOR FINANCIAL YEARS  
ENDING ON OR AFTER 26 JULY 2000.

# DCA

CHFP000

Company Number

0  
213989

Company Name in full

GRAHAM SECRETARIES LIMITED

Balance Sheet as at

30 November 2001

Current Year

Previous Year

2001

2

Called up Share Capital not paid

Cash at Bank and in Hand

**NET ASSETS**

£ 2

£

Authorised share capital:

100

ordinary shares of

£ 1.00

each

Issued share capital:

2

ordinary shares of

£ 1.00

each

2

**SHAREHOLDERS' FUNDS**

£ 2

£

**Notes:**

- During the year the company allotted 2 ordinary shares with an aggregate nominal value of £ 2.00, the consideration received by the company was £ 2.
- During the year the company acted as an agent for a person - if this applies please tick the box ☐

**Statements:**

- For the year ended 30 November 2001 (date) the company was entitled to exemption under section 249AA(1) of the Companies Act 1985.
- Members have not required the company to obtain an audit in accordance with section 249B(2) of the Companies Act 1985.
- The directors acknowledge their responsibility for:
  - ensuring the company keeps accounting records which comply with section 221, and
  - preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year, and of its profit and loss for the financial year, in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.

These accounts were approved by the Board of Directors

on 30 November 2001

and signed on their behalf by:

Director(s)

*A.B. Graham* A.B. GRAHAM



SCT SSBF6A4 0343  
COMPANIES HOUSE 03/12/01

Please give the name, address, telephone number and, if available, a DX number and Exchange of the person Companies House should contact if there is any query.

Contact details:

**GRAHAM & COMPANY**

Chartered Certified Accountants

3 Stewart Street, Milngavie

Glasgow, G62 6BW

TEL. No. 0141-956 4300

FAX. No. 0141-956 7700

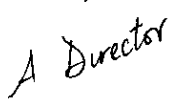


Ref 2/6081/2

July 2000

**GUIDANCE TO PREPARING DORMANT COMPANY ACCOUNTS WHERE THE COMPANY'S ONLY TRANSACTION IS THE ISSUE OF SUBSCRIBER SHARES, AND THE COMPANY IS NOT A SUBSIDIARY: FOR FINANCIAL YEARS ENDING ON OR AFTER 26 JULY 2000.**

- a. The attached template for dormant company accounts is only suitable for those companies which have never traded and where the only transaction entered into the accounting records of the company is the issue of subscriber shares.
- b. Shares may be fully paid, partly paid or unpaid: any paid element should be shown as "Cash at Bank and in hand", any unpaid element shown as "Called up share capital not paid".
- c. The first year's accounts should include note 1 (required by paragraph 39 of Schedule 4 to the Companies Act 1985), thereafter this note should be deleted.
- d. Dormant companies acting as an agent for any person must state that they have so acted in the notes to the accounts.
- e. A fee or penalty raised on the company for the payment of an annual return (form 363) fee, change of name fee, re-registration fee, or late filing penalty may be omitted from the company records and this DCA form - if the payment was made by a third party without any right of reimbursement.
- f. The company directors are responsible for preparing and filing accounts at Companies House that comply with the requirements of the Companies Act and failure to do so may result in prosecution. Should you have any doubt about the company's entitlement to file dormant accounts, or the preparation of those accounts, you should seek professional advice.
- g. This guidance only advises on the preparation of abbreviated dormant accounts which can be filed at Companies House. It does not advise on the preparation of full accounts for the members.

|                                                                                                                                                                                                                                                                                                                                                                            |                    |                                                                               |      |               |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------------------------------------------------------------------|------|---------------|--|
|  <p>Companies House<br/>for the record</p>                                                                                                                                                                                                                                               |                    | <p>USE THIS FORM FOR FINANCIAL YEARS<br/>ENDING ON OR AFTER 26 JULY 2000.</p> |      | <h1>DCA</h1>  |  |
| CHFP000                                                                                                                                                                                                                                                                                                                                                                    |                    |                                                                               |      |               |  |
| Company Number                                                                                                                                                                                                                                                                                                                                                             |                    | 00123456                                                                      |      |               |  |
| Company Name in full                                                                                                                                                                                                                                                                                                                                                       |                    | A Company Limited                                                             |      |               |  |
| Balance Sheet as at                                                                                                                                                                                                                                                                                                                                                        |                    | 30 July 2000                                                                  |      |               |  |
|                                                                                                                                                                                                                                                                                                                                                                            |                    | Current Year                                                                  |      | Previous Year |  |
|                                                                                                                                                                                                                                                                                                                                                                            |                    | 2000                                                                          |      |               |  |
| Called up Share Capital not paid (See note b. above)                                                                                                                                                                                                                                                                                                                       | £                  | 100                                                                           |      |               |  |
| Cash at Bank and in Hand (See note b. above)                                                                                                                                                                                                                                                                                                                               | £                  |                                                                               |      |               |  |
| <b>NET ASSETS</b>                                                                                                                                                                                                                                                                                                                                                          |                    | £ 100                                                                         |      | £             |  |
| <b>Authorised share capital:</b>                                                                                                                                                                                                                                                                                                                                           |                    |                                                                               |      |               |  |
| 1000                                                                                                                                                                                                                                                                                                                                                                       | ordinary shares of | £ 1.00                                                                        | each |               |  |
| <b>Issued share capital:</b>                                                                                                                                                                                                                                                                                                                                               |                    |                                                                               |      |               |  |
| 100                                                                                                                                                                                                                                                                                                                                                                        | ordinary shares of | £ 1.00                                                                        | each |               |  |
| <b>SHAREHOLDERS' FUNDS</b>                                                                                                                                                                                                                                                                                                                                                 |                    | £ 100                                                                         |      | £             |  |
| <b>Notes:</b>                                                                                                                                                                                                                                                                                                                                                              |                    |                                                                               |      |               |  |
| 1. During the year the company allotted 100 ordinary shares with an aggregate nominal value of £100, the consideration received by the company was £100.                                                                                                                                                                                                                   |                    |                                                                               |      |               |  |
| 2. During the year the company acted as an agent for a person - If this applies please tick the box <input type="checkbox"/>                                                                                                                                                                                                                                               |                    |                                                                               |      |               |  |
| <b>Statements:</b>                                                                                                                                                                                                                                                                                                                                                         |                    |                                                                               |      |               |  |
| (a) For the year ended 30 July 2000 (date) the company was entitled to exemption under section 248AA(1) of the Companies Act 1985.                                                                                                                                                                                                                                         |                    |                                                                               |      |               |  |
| (b) Members have not required the company to obtain an audit in accordance with section 249B(2) of the Companies Act 1985.                                                                                                                                                                                                                                                 |                    |                                                                               |      |               |  |
| (c) The directors acknowledge their responsibility for:                                                                                                                                                                                                                                                                                                                    |                    |                                                                               |      |               |  |
| i. ensuring the company keeps accounting records which comply with section 221, and                                                                                                                                                                                                                                                                                        |                    |                                                                               |      |               |  |
| ii. preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year, and of its profit and loss for the financial year, in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company. |                    |                                                                               |      |               |  |
| These accounts were approved by the Board of Directors                                                                                                                                                                                                                                                                                                                     |                    |                                                                               |      |               |  |
| on 30 August 2000                                                                                                                                                                                                                                                                                                                                                          |                    |                                                                               |      |               |  |
| and signed on their behalf by:                                                                                                                                                                                                                                                                                                                                             |                    |                                                                               |      |               |  |
| Director(s)                                                                                                                                                                                                                                                                                                                                                                |                    |                                                                               |      |               |  |
| <p>Please give the name, address, telephone number and, if available, a DX number and Exchange of the person Companies House should contact if there is any query.</p> <p>Contact details:</p>                                                                                                                                                                             |                    |                                                                               |      |               |  |
|                                                                                                                                                                                                                                                                                         |                    |                                                                               |      |               |  |
|                                                                                                                                                                                                                                                                                         |                    |                                                                               |      |               |  |
| July 2000                                                                                                                                                                                                                                                                                                                                                                  |                    |                                                                               |      |               |  |

An example:

On 1 July 1999 "A Company" Limited was incorporated with authorised share capital of 1,000 ordinary shares of which 100 shares were issued to its sole director. The director paid cash for the shares. The first year accounts are made up to 30 July 2000.

**Note:**

The total of Net Assets should equal the total of Shareholders' Funds.

**Please Note:**

This form is only suitable for dormant companies where the company's only transaction is one mentioned in 'a' above and the company is not a subsidiary.

When you have completed and signed the form please send it to the Registrar of Companies at:

**Companies House, Crown Way, Cardiff, CF14 3UZ**

**DX 33050 Cardiff**

for companies registered in England and Wales

or

**Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB**

**DX 235 Edinburgh**

for companies registered in Scotland