In accordance with Section 444 and 448 of the Companies Act 2006.

AA02

Dormant company accounts (DCA)



You can use the WebFiling service to file dormant company accounts online.
Please go to www.companieshouse.gov.uk

✓ **What this is for**
You may use the AA02 'Dormant company accounts' (DCA) for accounting periods beginning on or **after** 6th April 2008. Please read the guidance in Section 6 before completion.

✗ **What this is NOT for**
You cannot use the AA02 if the accounting period begins before 6th April 2008.

SATURDAY



SCT 30/07/2011 467
COMPANIES HOUSE

1 Company details

Company number: S C 2 1 3 9 0 9

Company name in full: GRAHAM SECRETARIES LIMITED

→ **Filling in the DCA**
Please complete in typescript or in bold black capitals.

All fields are mandatory unless specified or indicated by *

2 Date of balance sheet

Date of balance sheet: d 3 d 0 m 1 m 1 y 2 y 0 y 1 y 0

3 Accounts

	Current Year	Previous Year
Called up share capital not paid	£ 2	£ 2
Cash at bank and in hand	£ 0	£ 0
Net assets	£ 2	£ 2

Issued share capital

Ordinary shares	2	of	£ 1	each	2	2
				Shareholders' fund	£ 2	£ 2

Statements

For the below year ending the company was entitled to exemption from audit under section 480 of the Companies Act 2006 relating to dormant companies.

For the year ending: d 3 d 0 m 1 m 1 y 2 y 0 y 1 y 0

Director's responsibilities:
- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting periods and the preparation of accounts.

These accounts have been prepared in accordance with the provision applicable to companies subject to small companies' regime.

☐ Please tick the box if during the year the company acted as an agent for a person.

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4 Date of approval of accounts ❶

Approval of accounts: d 2 d 7 m 0 m 7 y 2 y 0 y 1 y 1

❶ Please insert the date the accounts were approved by the board of directors

5 Director's signature and name

Signature: Signature X [signature] X

Director's name: JOHN H ANDERSON

6 Guidance

This guidance is on preparing dormant company accounts for a company limited by shares where its only transaction is the issue of subscriber shares and the company is not a subsidiary: for financial years beginning on or after 6th April 2008.

a. **The attached template for dormant company accounts is only suitable for those companies limited by shares 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. Dormant companies acting as an agent for any person must state that they have so acted in Section 3.

d. A fee or penalty raised on the company for the payment of an annual return fee, change of name fee, reregistration fee, or late filing penalty may be omitted from the company records and this DCA - if the payment was made by a third party without any right of reimbursement.

e. 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.

f. 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.

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

- The DCA 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.
- Do not use the DCA if your company is a charity or is limited by guarantee or has no shares.
- Do not use the DCA if preparing accounts in accordance with International Accounting Standards (IAS).

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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. 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 dormant company accounts 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 entered the date of the balance sheet in Section 2.
- ☐ You have completed Section 3 correctly.
- ☐ You have entered the date of approval of the accounts in Section 4.
- ☐ A Director has signed the DCA and printed their name.
- ☐ You have read the guidance in Section 6.

Important information

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

Where to send

You may return the DCA 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

Dormant company accounts are available in an alternative format. Please visit the forms page on the website at www.companieshouse.gov.uk