



Statutory Records

It is essential that you keep your company's statutory records up-to-date. Do not underestimate the importance of these records - they are definitive proof of the company's legal existence and its members, and include:

- Register of members
- Register of directors
- Register of directors' residential addresses
- Register of mortgages and charges
- Register of debentures
- Minutes of board meetings
- Minutes of general meetings
- Directors service contracts

Annual returns and accounts

A company's accounts and annual return must be filed annually with the Registrar of Companies. Non-compliance will render the company liable to dissolution with liabilities subsequent to the dissolution being the responsibility of the directors.

Penalties

The Companies Act 2006 provides for the Registrar of Companies to charge penalties and fines, including:

- £150-£15,000 penalty for late filing of accounts (the amount depends on the status of the company and the degree of lateness)
- £5,000 maximum fine for failure to submit accounts
- £5,000 maximum fine for failure to file the annual return
- £5,000 maximum fine for failure to notify any changes of officer, etc.

How we can help

As part of our service to client companies, we undertake on receipt of written instructions to keep the company's statutory records up-to-date and forward the annual return and accounts to the company for approval before submitting them to the Registrar of Companies.

Do contact us if you would like further help or advice on this subject.

Disclaimer: The content of this document is intended for general guidance only and, where relevant, represents our understanding of current law and HM Revenue and Customs practice. Action should not be taken without seeking professional advice. No responsibility for loss by any person acting or refraining from action as a result of the material in this document can be accepted and we cannot assume legal liability for any errors or omissions this document may contain.