

Confirmation statement (CS01)

Hello! This shows the steps involved with completing a CS01. Here, we have a legal requirement to keep your records up to date. This is also public data. If you have new investors or changes to the shares or directors, here is where the changes are made.

These are the tasks that we are busy getting on with (often in the background):

These are the tasks that we need you to do for us please:



REVIEW

Did we file a confirmation statement for you last year?

YES

NO

You will receive an email from us with last year's Confirmation Statement asking if there have been any changes since last year.

We need you to check your addresses (personal and business), directors/secretaries, shareholders, share capital and PSCs.

If you don't have a business address, we usually recommend a virtual address set up, to avoid your personal address being on Companies House.

PSCs are Persons of significant control

We will need to ask you for any details that we don't already have on file for you.

These will include: your addresses (personal and business), directors/secretaries, shareholders, share capital and details about your PSCs.

Review last year's Confirmation Statement and supply details of and changes

OR

Supply the details we don't already have on file.

Have there been any changes since last year?

YES

NO

Send us your updated details and we will update your records.

Once you have confirmed all details, we can submit the CS01 on your behalf.

Let us know there are no changes.



COMPANIES HOUSE

We will complete your webfiling with Companies House.

All data on Companies House is available for public record. It is a legal requirement to keep this up to date, and the CS01 is included in your package.

You will receive your new confirmation statement, detailing any changes that have been made.

Xero XERO

We will then update your Xero account if necessary.

If you have investors and have issued new shares or sold shares, we reflect this and keep your books updated for you.

Keep us posted throughout the year if there are any changes, as some need to be recorded as soon as they occur.

Please use the details below if you need to get in touch, or book an appointment with the team using this link:

<https://soaring-falcon.youcanbook.me>

Need to free up more of your time to focus on growing your business? We offer lots of additional business services, so please do get in touch with our team to discuss how we can help you balance the value of the service against the value of your time - so you can make a smart decision about which services to outsource.