

## An Update from Stanley Davis Group

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### **New company forms**

Companies House has published new draft forms which will be taking effect from 1 October. The forms are in a new style and use a new logic for numbering which for those used to the Companies Act 1985 system may take some getting used to.

The reference to the relevant section Act will no longer be used and instead form numbers will be prefixed with a two letter code which indicates their type, for example AA for accounts, AD for change of address type forms, CC for change of constitution etc. A full list of forms is on the Companies House website at:

<http://www.companieshouse.gov.uk/forms/formsAvailable.shtml>

but please note that the forms have not been finalised yet and are subject to change.

### **Updating your articles**

The radical changes taking effect on 1 October 2009 mean that every company must now seriously consider amending its articles. In addition to the new set of articles that will need to be adopted at incorporation, clients need to also be aware that every time a resolution is filed with an amendment, a full set of articles will now need to be filed as well, with penalties levied for failure to do so.

Stanley Davis Group is offering an update service. We will look at all the relevant sections and will recommend updates to remove any anomalies and ensure that your articles take full advantage of the benefits of the Companies Act 2006. Are directors fully indemnified? Do the articles make reference to redundant terminology? Do you want to remove authorised capital?

If you have a specific requirement, please contact us and we will look at each individual case accordingly.

## **Companies House Closures – advance warning**

The implementation of the final stage of the Companies Act 2006 means that some Companies House services will be affected at the end of September and start of October.

Information services will be unavailable over the weekend of 3rd/4th October and may close early on Friday 2nd but will resume as normal on Monday 5th.

Electronic filing of form 287 (change of registered office) will cease at 6pm 30th September and will become available in the new format on Monday 5th.

Any electronic incorporations filed on 1st and 2nd October will be held but not processed until Monday 5th. Sameday incorporations will cease at 3pm on 30th September and will not then be available until the 5th. Certificates of incorporation will still be dated as at date of receipt.

If you anticipate needing a company urgently at the start of October, you are advised to consider incorporating one before that date. Stanley Davis have a large stock of 'readymade' companies – please contact us for further details.

## **Filing Vat returns online**

HM Revenue & Customs (HMRC) plans to phase out paper VAT Returns from April 2010. After that date, if your turnover is over £100,000 - or if you are newly VAT registered - you will have to submit your return online and pay VAT electronically.

Compared to receiving a return form in the post, filling it in by hand and posting it to HMRC, submitting a return online has a number of significant benefits:

- You get an extra 7 days to file your return
- Immediate acknowledgement removes worries about the post
- An extra 3 days before payment is taken from your bank account.

## **Northern Ireland Company Registry Integration**

From October 2009 there will be a single company law regime applying to the whole of the United Kingdom. All companies will be UK companies and the same legislation will apply to all. As a consequence, Companies Registry Northern Ireland (CRNI) will integrate with Companies House on 1 October 2009. CRNI is currently part of the Department of Enterprise, Trade and Investment NI (DETINI); but from October will transfer to Companies House, under the Department for Business, Innovation and Skills (BIS).

Northern Ireland will retain a registry function and presence along similar lines to the Companies House Scotland model. This means that the office will remain in Belfast and there will be a Registrar for Northern Ireland.

There are approximately 38,000 live companies registered in Northern Ireland.

## Protect your business with Stanley Davis Credit Reports

Stanley Davis is pleased to announce the launch of a new service. You can now order credit reports online showing the full details of a company including up to 5 years of account information, details of directors and shareholders, details of CCJ's and charges against the company. There is also a recommended credit limit for you to use to identify possible credit risks in your business.

For further details of this new instant and low cost service go to

<http://creditreports.stanleydavis.co.uk/Home.aspx>

## Have Your Say!

We welcome your feedback. Please spare some time to complete a brief online survey at:

[http://www.surveymonkey.com/MySurvey\\_EditorPage.aspx?sm=xEvpbnJtcxki3ckBeE6yq3wQq9HBxfLo7IbbjEDEeI%3d](http://www.surveymonkey.com/MySurvey_EditorPage.aspx?sm=xEvpbnJtcxki3ckBeE6yq3wQq9HBxfLo7IbbjEDEeI%3d)

It should take no more than two minutes and your input will help us to improve our service.

*Stanley Davis has specialised in company and property services for over 40 years. Details of our full range of services, can be viewed at [www.stanleydavis.co.uk](http://www.stanleydavis.co.uk), or please email us at [info@stanleydavis.co.uk](mailto:info@stanleydavis.co.uk).*

*We look forward to hearing from you.*

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