

Start a company

Close a company

**Guidance Booklets** 

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## Companies House

the foundation of company information exchange in the UK: helping business, informing the public and benefiting the economy.

Our services	FILE documents online	SEARCH company information	Companies House Direct	
*• Our prices				
Software Filing	Use our <b>WebFiling</b> service to file your annual return	Use our <b>WebCHeck</b> service to search company names	A subscription <b>search</b> service for access to in-depth	
Events and Seminars	online, make director and address changes	and details, order	company and director	
Frequently Asked Questions		· · · · · · · · · · · · · · · · · · ·		
Statistics and Surveys	more WebFiling info 🄉	more WebCHeck info >>>	more Companies House Direct info >>>	
Limited Liability Partnerships				
Identity Fraud & PROOF	Top FAQs quick answers	to our most frequently asked que	estions	$\succ$
Reporting fraud to us				
Companies Act 2006				
	Latast Nous	More Nowe	Notice Reard	

Latest News	More News	Notice Board
<ul> <li>Christmas and New Year Opening Schedule</li></ul>	<ul> <li>Changes to 'Right to Manage' Companies in</li></ul>	<ul> <li>Online filing for Limited Liability Partnerships</li> <li>WebFiling Annual Return Demo</li> <li>Register magazine</li> <li>HMRC and Companies House</li></ul>
2010/2011 <li>Companies House WebFiling service</li>	England <li>Planned changes to company documents on</li>	announce common approach to online
changes <li>Website Survey</li> <li>Annual Adjudicators report 2009/10 (PDF)</li>	microfiche <li>Accounts Rejection notice (PDF 208KB)</li> <li>Other News</li>	filing

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Welcome to WebFiling	g Windows Internet Explorer				x
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	Companies House WebFiling service changes				
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	Welcome to the Companies House WebFiling service.				
	WebFiling is the safe and reliable way to file online, enabling you to quickly and easily update information on your company or Limited Liability Partnership (LLP).				
	Data can be filed online for company numbers that contain all digits or numbers that contain one of the following prefixes:				
	<ul> <li>NI, R0 and SC for Limited Companies</li> </ul>				
	<ul> <li>OC, SO and NC for Limited Liability Partnerships</li> </ul>				
	LLPs registered in Northern Ireland with a number prefix of NILLP have alternative registration procedures. For more information, please view our guidance on <u>NILLP prefix</u>				
	Information such as changes to address details, officers and new appointments can be submitted free of charge. The Annual Return and Change of Name have processing fees (payment provided when submitting); Annual Return is £15, Change of Name is £8 (standard service) and £30 (for a same day service). <u>View the full list of WebFiling forms available</u>				
	To use WebFiling, follow the simple 3-step registration process to apply for your Security Code (sent to you by email) and Authentication Code (sent by post to the registered office address).				
	For more information on who can use the service please view our System Boundaries and Exceptions.				
	The service is available for the submission of data 24 hours, 7 days a week.				
	Companies Act 2006 changes				
	Important notice: new Terms and Conditions now apply to the PROOF scheme. To view these select Terms and Conditions,				
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	Contract	-			
Service Desk: +44 (0)3	03 1234 500 available 08:30 to 18:00 (UK time) *Mon-Fri Email: enquiries@companieshouse.gov.uk				

Step 1 - Apply for your	r security code - Windows Internet Explorer		
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Companies House for the record			
Register For W	ebFiling		HELP
	step one         apply for security code         Enter your email address         info@completeformations.co.uk         Confirm your email address         info@completeformations.co.uk         You must complete formations.co.uk         You must complete ALL 3 registration steps to apply for a security code and/or authentication code.         CONTINUE TO STEP TWO.         CANCEL AND RETURN TO WELCOME SCREEN	Note A Security Code is required to sign into this service, all further WebFiling correspondence will be sent to this email address. Your security code will be sent to the email address you provide - normally issued within 10 minutes.	
Service Desk: +44 (0)30	03 1234 500 available 08:30 to 18:00 (UK time) *Mon-Fri Email: enquiries@companieshouse.gov.uk	k	

🙆 Step 2 - Enter company nun	nber - Windows Internet Explorer				- C - X
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Companies House — perterroos —		_			
Register For WebF	iling				HELP
	ep one			Note	
d	pply for security code			Who can use the service?	
	ie email address you have entered is info( <u>Change this email address</u>	@ukstartingbusiness.co	.uk	Data can only be filed using WebFiling for the following:	
	step two			Company numbers that contain all digits (eg: 9000012), or are prefixed by NI, R0	
	apply for authentication code			Scottish companies, can enter the company number with or without the prefix SC.	
	e a Company			Limited Liability Partnerships (LLP) prefixed by OC, SO or NC.	
	<ul> <li>a Limited Liability Partnership (LLF Company Type:</li> </ul>	, England / Wales	•	LLPs with a prefix of NILLP can use the service, but are advised to view our guidance on <u>NILLP</u>	
	Enter company number:		or which you would like to file	prefix	
inf	formation)	01234567	or which you would like to life	Company Type The 'Company Type' must	
	you are an LLP with a number prefix of NIL	LP, please view our guid	dance on <u>NILLP prefix</u>	correspond with the registration location of the company.	
				England / Wales companies - should select 'England / Wales'.	
Y	ou must complete ALL 3 registration ste	ps to apply for a securi	ty code and/or authentication code.	Scottish companies - should select 'Scotland' and the company type 'SC' will be displayed alongside the company number field.	
		CANCEL AND RETU	JRN TO WELCOME SCREEN	Northern Ireland companies -	
				should select 'Northern Ireland', unless 'RO' is part of your company number in which case you should select 'Northern Ireland - RO'	
				Depending on your selection company type NI or R0 will be displayed alongside the company number field.	
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🥭 Step 3 - Com	plete your registration - Windows Internet Explorer				×
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Register	For WebFiling			HELF	
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	step one	Note			
	apply for security code				
	The email address you have entered is info@ukstartingbusiness.co.uk	Registered office address (RO) - If this address is incorrect you			
	Change this email address	should notify Companies House by submitting a paper form			
		AD01 (or LLAD01 for Limited Liability Partnerships). See			
	step two	HELP for further details.			
	apply for authentication code	Once you have received both your Security Code and			
	An authentication code has previously been issued for the following company	Authentication code you will be able to sign in and submit data			
	Company Number 07014180	using WebFiling service.	1		
	Company Name 09 09 09 HOLDINGS LIMITED				
	How do I get a previously issued company authentication code?				
	Enter a different company number				
	step three confirm your registration				
					=
	Your security code will be sent to the following email address: info@ukstartingbusiness.co.uk				
	An authentication code will NOT be issued as a result of this application. An authentication code for 07014180 already exists and was previously posted to the Registered Office				
	Address. How do 1 get a previously issued company authentication code?				
	SUITE 250 162-168 Regent Street				
	London W1B 5TD				
	Please ensure all registration information is correct before proceeding. Select 'SUBMIT' to confirm				
	registration.				
	latest news and updates				
	From time to time we would like to contact you by email for your opinions, to keep you up to date with changes to the WebFiling service and to introduce you to our other products and services				
	which maybe beneficial to you.				
	To consent to us contacting you please tick the box				
	You must complete ALL 3 registration steps to apply for a security code and/or authentication				
	Code.				
	SUBMIT				
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Ø WebFiling Registration	- Complete - Windows Internet Explorer		- <b>D</b> X
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Companies House state moot	ebFiling thank you	Note	HELP
	Thank you registering with the Companies House WebFiling service. Click the button below to return to the WebFiling Welcome screen.  RETURN TO WEBFILING WELCOME SCREEN.	Note You will require both your Security Code and Authentication Code to sign in to the WebFilling service. Security Code: will be automatically sent to the email address that you provided, normally sent within 10 minutes Authentication Code: will be sent by post to the registered office address, normally within 5 working days.	
Service Desk: +44 (0)3	93 1234 500 available 08:30 to 18:00 (UK time) *Mon-Fri Email: enquiries@companieshouse.gov.	uk	