

# Companies House – Filing Annual Return

Limited companies receive a notification to file an online return each year, on the anniversary of when their company was formed. This form isn't strictly the job of the bookkeeper, but you may be given it to fill in anyway.

Filing online is best.

Example.

1. Go to [www.CompaniesHouse.gov.uk](http://www.CompaniesHouse.gov.uk)

The screenshot shows the Companies House website homepage. At the top left is the Companies House logo. To the right of the logo is a search bar and a magnifying glass icon. Below the logo is a horizontal navigation menu with buttons for: Home, File Information, Find Information, Start a Company, Close a Company, Forms, Guidance, About Us, Our Services, Contact Us, and FAQs. The main content area features four large tiles with images and text:

- FILE YOUR ANNUAL RETURN**: Is your annual return due for filing? Save time and money by filing online using our WebFiling service.
- FILE YOUR COMPANY ACCOUNTS**: Submit your accounts online now. Save time and money by filing online using our WebFiling service.
- CHANGE YOUR COMPANY DETAILS**: Change your company address, directors/secretaries and more using our WebFiling service.
- FIND COMPANY INFORMATION**: Search for company information or check if a name is available using our WebCheck service.

At the bottom of the page, there is a banner for 'Companies House launches Free Accounts Data Product' and 'WebFiling Video Demos'. To the right is a 'LATEST NEWS' section with a globe icon and a red 'updated' badge. Below the news section is a red 'Warning' box.

2. [gov.uk](http://gov.uk)
3. Click on File your annual return

Companies House

[Register](#)

[Warning about bogus emails](#)

## Sign in to Companies House WebFiling

Email address

Password

[Sign in](#)

[Forgotten your password?](#)

**What can you do when signed in to Companies House WebFiling?**

- ✓ File your company's annual return
- ✓ File your company's annual accounts
- ✓ File your company's director / secretary changes and other information

[Who can use WebFiling?](#)

 Paper just doesn't **Add** up for accounts

4.

5. You'll need an email address and password

Companies House

Signed in to Companies House  
[Sign out](#)

- [Change account details](#)
- [My recent filings](#)

## Sign in to a company

Where was the company registered?

England / Wales  
 Scotland  
 Northern Ireland

Company number

Authentication code

[Request an authentication code](#)

[Sign in](#)

6.

7. You'll need the company number and authentication code (apply to companies house for this if you don't have one). The auth code is normally 6 digits long – made of numbers and letters e.g. 123ABC
8. You'll see the log in screen e.g.

**Companies House**

Signed in to Companies House  
[Sign out](#)

**MEGZINA LTD**  
Company Number **08414478**

A Private Limited Company incorporated on **21 February 2013** [A-Z list of forms](#)

[Receive email reminders. Join eReminders](#)
[Safeguard your company details. Join PROOF](#)
[Request email of current company information](#)

Registered office address

**5 Darley Avenue  
Nottingham  
England  
NG7 5NQ**

[Change address](#)

✓ **Accounts up-to-date**
✓ **Annual Return up-to-date**

First accounts made up to **31 March 2014** due by **21 November 2014**
[File company accounts](#)

First annual return made up to **21 February 2014** due by **21 March 2014**
[File annual return](#)

[Change accounting reference date](#)

Directors and Secretaries	Date of birth		
Lisa NEWTON	Secretary	<a href="#">Edit</a>	<a href="#">Remove</a>
Lisa Michelle NEWTON	Director	11 June 1980	<a href="#">Edit</a> <a href="#">Remove</a>

[Appoint a director](#)
[Appoint a secretary](#)

- 9.
10. Click blue button: FILE ANNUAL RETURN

**Companies House**

**Annual Return** WATK

Company number: 08414478  
 Company name: MEGZINA LTD  
 No previous Annual Returns have been filed

The Annual Return allows you to submit a snapshot of your company data, which will update your company information on our register.

- Companies House is replacing all business activity codes. Therefore in the SIC (Standard Industrial Classification) section of this annual return you will be asked to provide a new trade description.
- The capital section of the Annual Return can not capture multiple paid or unpaid amounts for the same class of share.

**Keep your expected Annual Return date** OR **Change your Annual Return date below**

The made up date of your next Annual Return is **21/02/2014**

Enter the new date (dd/mm/yyyy)

Were any of the company's shares admitted to [trading on a market](#) at any time during this return period? (change if necessary)

Yes  
 No

[GO BACK](#) [CONTINUE](#)

11. [Email enquiries@companieshouse.gov.uk](mailto:Email.enquiries@companieshouse.gov.uk) Telephone +44 (0)303 1234 500 8:30am to 6pm (UK time) Monday to Friday
12. Accept the date the return is made to. Then click: CONTINUE
13. There's 7 tabs (at the top) to work your way through

## Address Details

[Registered Address Details](#)[Location of Company Registers](#)[Company Officers](#)[SIC](#)[Capital](#)[Shareholders](#)[Submit](#)

14. If the registered address hasn't changed – and details are correct, just click CONFIRM to go to the next page

## Address Details

[LOG OUT AND FINISH LATER](#)[Registered Address Details](#)[Location of Company Registers](#)[Company Officers](#)[SIC](#)[Capital](#)[Shareholders](#)[Submit](#)

Company number 08414478

Company name MEGZINA LTD

Data for Annual Return made up to 21/02/2014

## Registered office address

5 Darley Avenue  
Nottingham  
England  
NG7 5NQ[UPDATE](#)The address details are correct [CONFIRM](#)

## Registered Office Address

This address must be a physical location for the delivery or inspection of documents. It cannot be a PO Box number (unless contained within a full address), a DX or LP number.

This address must be located in the same area of the UK in which your company is registered:  
England/Wales companies - the address can be in England or Wales  
Welsh companies - the address must be in Wales  
Companies registered in Scotland - the address must be in Scotland  
Companies registered in Northern Ireland - the address must be in Northern Ireland

15. Answer each question on each page, and just move through the system
16. You have to choose a SIC code – which is simply a category that the business fits into

SIC Code Selection

Company number	08414478
Company name	MEGZINA LTD

Principal Business Activities

Step 1 - Select a group heading \*

70xxx - Activities of head offices: management consultancy activities

Step 2 - Select a trade description. \*

- Activities of head offices (70100)
- Public relations and communications activities (70210)
- Financial management (70221)
- Management consultancy activities other than financial management (70229)

GO BACK

SUBMIT

Note 1: How do I add a description and code?

Select the group heading from the drop down box, and one trade description from the list below. 'Submit' will add this description and code to your company.

Add one trade description at a time, with up to a maximum of 4 trade descriptions per company.

[SIC\(07\) Business Description Reference Table](#)

 Email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

 Telephone +44 (0)303 1234 500 8:30am to 6pm (UK time) Monday to Friday

17. Get to the final page and 'submit' the form

18. There is a filing fee – online £13 (pay by card or paypal). If they had used a paper form, it would be £30.

19. You'll see the confirmation page, and receive an email that the form has been filed.

Signed in to  
Companies House  
[Sign out](#)

- [Change account details](#)
- [My recent filings](#)
- [Company authentication](#)
- [File for a different company](#)
- [Company overview](#)

Filing for: MEGZINA LTD (08414478)

## Confirmation of Submission and Payment

Thank you. Your submission has been received successfully.

Print page 

### Submission details

Submission number  
**027-695796**

Submission

- (AR01) Annual Return

### Payment details

Your payment is currently being processed by our payment provider.

Fee provided  
**£13**