



According to the small companies accounts regulations there is no requirement for a company to show the total nominal value on the balance sheet. We have previously accepted free-format dormant accounts which did not contain this information. Therefore, this new policy will make our approach more consistent.

You can use the WebFiling service to file dormant company accounts online.
Please go to www.companieshouse.gov.uk

What this is for
You may use the AA02 'Dormant company accounts' (DCA) for accounting periods beginning on or after 6th April 2008. Please read the guidance in Section 6 before completion.

What this is NOT for
You cannot use the AA02 if the accounting period begins before 6th April 2008.

For further information, please refer to our guidance at www.companieshouse.gov.uk

1 Company details

Company number

Company name in full **1. As shown on Certificate of Incorporation**

→ **Filling in the DCA**
Please complete in typescript or in bold black capitals.

All fields are mandatory unless specified or indicated by *

2 Date of balance sheet

Date of balance sheet

2. This should be the current ARD

3 Accounts

		Current Year	Previous Year
Issued share capital	Called up share capital not paid	£	£
	Cash at bank and in hand	£	£
	Net assets	£	£
Number of shares	Class of shares	If not completed the form will not be rejected for this reason	
<input type="text"/>	<input type="text"/>	of £	each
		Shareholders' fund	£

Issued but unpaid share capital → Called up share capital not paid

Paid up share capital → Cash at bank and in hand

Statements

For the below year ending the company was entitled to exemption from audit under section 480 of the Companies Act 2006 relating to dormant companies.

For the year ending

Current ARD as in section 2

Directors' statements:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476, and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime

Please tick the box if during the year the company acted as an agent for a person.

AA02
Dormant company accounts (DCA)

4 Date of approval of accounts ^①

Approval of accounts

^① Please insert the date the accounts were approved by the board of directors

5 Director's signature and name ^②

Signature

Signature

X

D. Signature

X

^② Please insert the director's signature and director's name.

Director's name

Directors Signature

5. Director must sign and print name

6 Guidance

This guidance is on preparing dormant company accounts for a company limited by shares where its only transaction is the issue of subscriber shares and the company is not a subsidiary; for financial years beginning on or after 6th April 2008.

- a. The attached template for dormant company accounts is only suitable for those companies limited by shares which have never traded and where the only transaction entered into the accounting records of the company is the issue of subscriber shares.
- b. Shares may be fully paid, partly paid or unpaid: Any paid element should be shown as "Cash at Bank and in hand", Any unpaid element shown as "Called up share capital not paid".
- c. Dormant companies acting as an agent for any person must state that they have so acted in Section 3.
- d. A fee or penalty raised on the company for the payment of an annual return fee, change of name fee, reregistration fee, or late filing penalty may be omitted from the company records and this DCA—if the payment was made by a third party without any right of reimbursement.
- e. The company directors are responsible for preparing and filing accounts at Companies House that comply with the requirements of the Companies Act and failure to do so may result in prosecution. Should you have any doubt about the company's entitlement to file dormant accounts, or the preparation of those accounts, you should seek professional advice.
- f. This guidance only advises on the preparation of abbreviated dormant accounts which can be filed at Companies House. It does not advise on the preparation of full accounts for the members.

Please Note:

The total of Net Assets should equal the total of Shareholders' Funds.

- The DCA is only suitable for dormant companies where the company's only transaction is one mentioned in 'a' above and the company is not a subsidiary.
- Do not use the DCA if your company is a charity or is limited by guarantee or has no shares.
- Do not use the DCA if preparing accounts in accordance with International Accounting Standards (IAS).

AAUZ

Dormant company accounts (DCA)

 **Presenter information**

You do not have to give any contact information, but if you do it will help Companies House if there is a query. The contact information you give will be visible to searchers of the public record.

Contact name

Company name

Address

Post town

County/Region

Postcode

Country

DX

Telephone

 **Checklist**

We may return dormant company accounts completed incorrectly or with information missing.

Please make sure you have remembered the following:

- The company name and number match the information held on the public Register.
- You have entered the date of the balance sheet in Section 2.
- You have completed Section 3 correctly.
- You have entered the date of approval of the accounts in Section 4.
- A Director has signed the DCA and printed their name.
- You have read the guidance in Section 6.

 **Important information**

Please note that all this information will appear on the public record.

 **Where to send**

You may return the DCA to any Companies House address, however for expediency we advise you to return it to the appropriate address below:

For companies registered in England and Wales:
The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.

For companies registered in Scotland:
The Registrar of Companies, Companies House,
Fourth floor, Edinburgh Quay 2,
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF.
DX ED235 Edinburgh 1
or LP - 4 Edinburgh 2 (Legal Post).

For companies registered in
Northern Ireland:
The Registrar of Companies, Companies House,
Second Floor, The Linenhall, 32-38 Linenhall Street,
Belfast, Northern Ireland, BT2 8BG.
DX 481 N.R. Belfast 1.

 **Further information**

For further information, please see the guidance notes on the website at www.companieshouse.gov.uk or email enquiries@companieshouse.gov.uk

Dormant company accounts are available in an alternative format. Please visit the forms page on the website at www.companieshouse.gov.uk

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Can I file form AA02 (Dormant Accounts accts)?

The paper form AA02 is only suitable for those companies limited by shares (including public companies) which have never traded and where the only transaction entered into the accounting records of the company is the issue of subscriber shares.

The paper form is not to be used by a company which is; a subsidiary, a charity or is limited by guarantee or has no shares.

However, private and public companies limited by shares and companies limited by guarantee (that are not charities) can file AA02 dormant accounts online.

For simplicity the form has been designed to reflect only the issue of shares to subscribers who agreed to take such shares under the memorandum. The form cannot be used to record other transactions.

Keywords: aa02 accounts accts dormant

November 30, 2012

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Webfiling Guidance AA02 - Dormant Accounts

An online demo is available on our website which is hosted by YouTube.

<http://www.companieshouse.gov.uk/webfiling/demoVideos/index.shtml>

Sign in to WebFiling using email address and Password click Sign in

Register Cymraeg

Warning about bogus emails

Sign in to Companies House WebFiling

Email address

Password

[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

Cookie

Sign in to your Company, enter where the company is registered, Company Number and Authentication Code

Signed in to Companies House Cymraeg
[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](#)

On the Overview screen your accounts dates are displayed select 'File Company Accounts' or A-Z list of Forms in the top right.

TEST COMPANY LIMITED
 Company Number 0214567
 A Private Limited Company incorporated on 20 August 2008

Registered office address
 Companies House
 Crown Way
 Cardiff
 CF14 3UZ

Accounts up-to-date
 Next accounts made up to 31 August 2013 due by 31 May 2014

Annual Return up-to-date
 Next annual return made up to 20 August 2014 due by 17 September 2014

Directors and Secretaries	Date of birth		
A Director	Director	12 March 1971	Edit Remove
B Director	Director		Edit Remove

Register for PROOF Scheme

This screen allows the user to join the PROOF scheme, by selecting Protect this company.

User can continue without signing up to PROOF by selecting No thanks don't protect this company.

Do you want to protect your company?

PROOF (PROTECTED Online Filing) is a free service offering additional protection for your company from the threat of fraudsters and corporate identity theft.

PROOF ensures that the following things can only be filed online (paper filings will be rejected)

- Registered office address
- Officer appointments, terminations or changes
- Annual return

I have read and agreed to the [Terms and Conditions](#) of PROOF

Protect this company [No thanks, don't protect this company](#)

Companies House

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

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

Choose your accounts

Next Annual Accounts should be made up to:

31 August 2013 [Change](#)

DO NOT file your accounts until you have received confirmation that the change has been accepted.

Must be delivered to Companies House no later than:

31 May 2014

Abbreviated Accounts

These audit exempt accounts are suitable for companies to input abbreviated figures from their full accounts that have already been prepared and approved.

Dormant Company Accounts

These accounts are suitable for companies limited by shares or by guarantee that have never traded.

Micro-entity Accounts

These audit exempt accounts are suitable for companies that fall within the micro-entity definition.

Full Accounts (with abbreviated option)

These accounts are suitable for full accounts figures. Firms which the abbreviated figures are extracted for Companies House.

Full Accounts with Companies House and HMRC

These joint accounts are suitable for small audit exempt full accounts to both Companies House and HMRC.

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[Email accounts@companieshouse.gov.uk](mailto:accounts@companieshouse.gov.uk)
Telephone: +44 (0)303 1234 500 8.30am to 6pm (UK time) Monday to Friday
Help

Companies House

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

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

Dormant Company Accounts

This accounts format is only suitable for companies that:

- are limited by one share class only. For more than one share class use the [Adobe PDF template](#)
- have never traded
- are not a subsidiary
- the only transaction entered in the accounting records of the company is the issue of subscriber shares

DO NOT use this form if (at the balance sheet date):

- the company was a charity
- the company was limited by guarantee
- the company had no shares
- preparing accounts in accordance with International Accounting Standards (IAS)

File dormant company accounts

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(AA02) Dormant Company Accounts (DCA)

Date of balance sheet

This field is automatically populated with the date of the next accounts CH is expecting.

Currency

GBP is the default currency; this can be changed by selecting the drop down menu at the end of the field.

The Current Period and Previous Period

All fields must be completed

Issued Share Capital

All fields must be completed

(AA02) Dormant Company Accounts (DCA)

Company Number: 05499994
Company Name: SHALLOW DEVELOPMENTS LIMITED

Accounts

Date of balance sheet (dd/mm/yyyy): 31/05/2011

Companies House is expecting your Accounts to be made up to this date. This date can be changed, please see Help for information on changing the date.

Select required currency: **GBP - Pound Sterling**

Current period £:
Previous period £:

Called up share capital not paid:
Cash at bank and in hand:
Net assets:

Issued share capital

Number of shares	Select or enter a share class	Value of each share	Current period	Previous period
	Shareholders' fund	0	0	0

Statements

For the year ending below, the company was entitled to exemption from audit under section 476 of the Companies Act 2006 relating to dormant companies. (This date must be the same as the balance sheet date)

For the year ending (dd/mm/yyyy): 31/05/2011

Director's responsibilities

Please submit all statements to confirm the company is eligible to submit dormant company accounts

- The members have not requested the company to obtain an audit in accordance with section 476 of the Companies Act 2006
- The directors acknowledge the directors' duties for complying with the requirements of the Act with respect to accounting records and the preparation of accounts
- The accounts have been prepared in accordance with the provision applicable to companies subject to small companies' regimes

Balance sheet note (Select if applicable)
 During the year the company acted as an individual's personal

Date of approval of accounts (dd/mm/yyyy):

Director's name
Provide the name of at least one director

Director's name (mandatory): Forename: Surname:
Additional directors name (optional):

GO BACK VALIDATE AND CONTINUE

Statements

The date is automatically completed with the date of the expected accounts.

Directors' responsibilities

The user must select each statement to indicate that the company is eligible to file dormant company accounts.

The date of approval must be completed and cannot be a future date.

Director's name

The name of at least one director must be shown here.

Select **Validate and Continue**

(AA02) Dormant Company Accounts (DCA) HELP

Company Number: 02560054
 Company Name: RAINFORD HOUSE LTD

Please print a copy of this page for your records

Registered Number 02560054
RAINFORD HOUSE LTD
 Dormant Accounts
 31 January 2010

	2010	2009
Called up share capital not paid	£ 100	£ 100
Net assets	100	100
Issued share capital		
100 ordinary shares of £1 each	100	100
Total Shareholders	100	100

STATEMENTS

- For the year ending 31 January 2010 the company was eligible to elect to file under section 409 of the Companies Act 2006 relating to dormant companies
- The members have not required the company to claim an audit in accordance with section 476 of the Companies Act 2006
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts
- These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime

(AA02) Dormant Company Accounts

(DCA)

The next screen displays the formatted accounts and prompts the user to print a copy for their records.

Select **Confirm and Submit** to continue.

Contact details and authorisation HELP

If there is a query on your filed information, we will contact you by email at the following address (276 AC01)

Incorrectly: company@you.co.uk

Please ensure this email address is correct

If required, an alternative email address and/or contact details can be provided - any changes made will apply to this submission only

Forename: _____
 Surname: _____
 Telephone Number: _____

The provision of the person authorising the submission of the information within this form must be one of the following: (276 AC01)

Director, Secretary, Person authorised, Administrator, Administrative receiver, Receiver, Receiver manager, Charges Controller, Receiver and manager, Company manager, Judicial Factor or Liquidator

CANCEL SUBMIT

Note 1: Contact details

Changes to the email address will only apply to this submission. You can change the email address permanently via My Account Details (available from a link above the Main Menu)

When providing additional contact details a forename, surname and telephone number must be given

Note 2: Person authorising

Most persons can authorise the filing of accounts, but some exceptions apply - please see help for more information on these exceptions

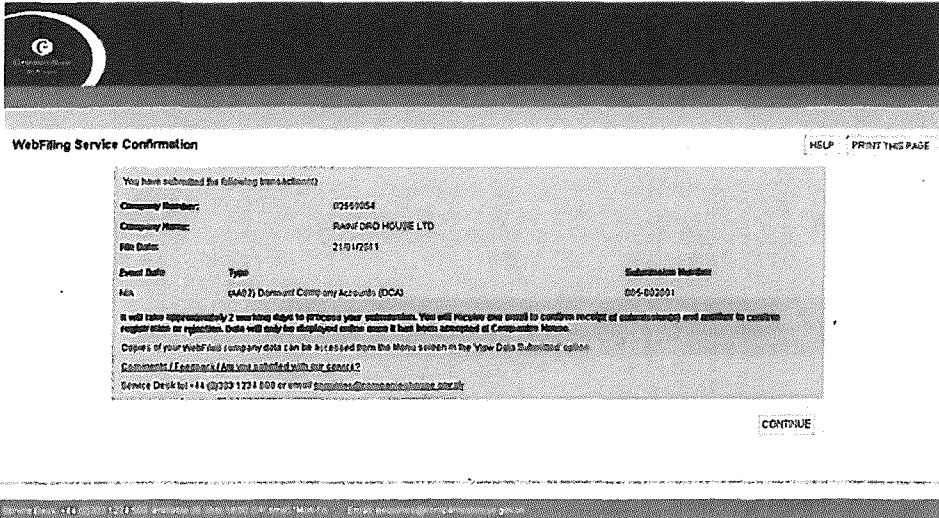
The position of Person authorised is generally or specifically authorised in that behalf by the company's directors (under either section 216 or 217 of the Companies Act 2006)

Contact Details and Authorisation

The users email address is pre-populated and will be used if we need to contact them about their submission.

The user can also provide contact details on this screen.

Select Submit



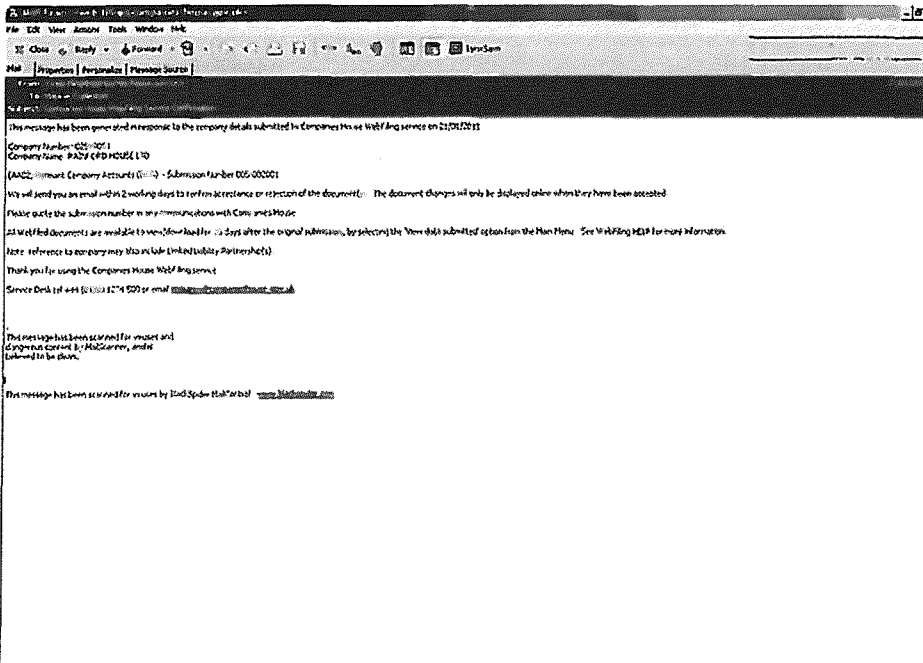
WebFiling Service Confirmation

The next screen displays confirmation details of the submission

Select Continue. The user is returned to the Menu screen, where they can either choose to file another document or log out.

Confirmation Email

The user receives an email confirming their submission.



Keywords: guidance webfiling aa02 dormant accounts

January 24, 2014

