

I've Received a Letter from Companies House... Now What?

What You Need To Do Now

- **Don't ignore it.** Even if it looks routine, make sure you read the letter properly. Missing a filing deadline or not responding can lead to late filing penalties or even your company being struck off the register.
- **Check what it's about.** Common letters include reminders for your confirmation statement, accounts filing deadlines, or updates needed to the register of directors or shareholders.
- **Look at the deadline.** Most Companies House letters come with clear due dates. Add them to your calendar or task list to avoid forgetting.
- **Forward it to your accountant.** I can quickly check what's needed, make sure no action is missed, and take care of the filing if we handle that for you.
- **Keep your records up to date.** If there are changes to your company address, directors or ownership, you're responsible for telling Companies House. Doing this promptly helps avoid delays or fines.

How I Can Help

I can:

- Check and explain what the letter means
- File accounts or confirmation statements on your behalf
- Update company records, addresses or officer details
- Make sure deadlines aren't missed
- Liaise with Companies House if needed

Easy Mistakes to Avoid

- ✗ Ignoring the letter because it looks unimportant
- ✗ Assuming your accountant automatically receives a copy
- ✗ Filing accounts late and getting a penalty
- ✗ Missing a change you were required to report
- ✗ Using the wrong company address on public records

Need a hand?

If a letter's landed and you're unsure what it means - send it my way. I'll get it sorted and keep your company in good standing.