

### **Companies House Form Types**

## **1 Post October 2009 Form Types and Descriptions**

#### **1.1 CATEGORY ACC: ANNUAL ACCOUNTS**

AA	Annual Accounts
AAMD	Amended Accounts

#### **1.2** CATEGORY ANRT: ANNUAL RETURNS

AR01	Annual Return
LLAR01	Annual Return of a Limited Liability Partnership
AR01c	Annual Return (Welsh language form)
LLAR01c	Annual Return of a Limited Liability Partnership (Welsh language form)

### **1.3** CATEGORY APPT: APPOINTMENTS

AP01	Appointment of director
AP02	Appointment of corporate director
AP03	Appointment of secretary
AP04	Appointment of corporate secretary
CH01	Change of particulars for director
CH02	Change of particulars for corporate director
CH03	Change of particulars for secretary
CH04	Change of particulars for corporate secretary
TM01	Termination of appointment of director
TM02	Termination of appointment of secretary
AP01c	Appointment of director (Welsh language form)
AP02c	Appointment of corporate director (Welsh language form)
AP03c	Appointment of secretary (Welsh language form)

AP04c	Appointment of corporate secretary (Welsh language form)
CH01c	Change of particulars for director (Welsh language form)
CH02c	Change of particulars for corporate director (Welsh language form)
CH03c	Change of particulars for secretary (Welsh language form)
CH04c	Change of particulars for corporate secretary (Welsh language form)
TM01c	Termination of appointment of director (Welsh language form)
TM02c	Termination of appointment of secretary (Welsh language form)
LLAP01	Appointment of member to a Limited Liability Partnership
LLAP02	Appointment of member to a Limited Liability Partnership
LLCH01	Change of particulars for member of a Limited Liability Partnership
LLCH02	Change of particulars of a corporate member of a Limited Liability Partnership
LLTM01	Termination of the member of a Limited Liability Partnership
LLAP01c	Appointment of member to a Limited Liability Partnership (Welsh language form)
LLAP02c	Appointment of member to a Limited Liability Partnership (Welsh language form)
LLCH01c	Change of particulars for member of a Limited Liability Partnership (Welsh language form)
LLCH02c	Change of particulars of a corporate member of a Limited Liability Partnership (Welsh language form)
LLTM01c	Termination of the member of a Limited Liability Partnership (Welsh language form)
SEAP01	Appointment of a member of a supervisory organ of Societas Europaea (SE)
SEAP02	Appointment of a corporate body or firm as a member of a supervisory organ of Societas Europaea (SE)
SECH01	Change of particulars for a member of a supervisory organ of Societas Europaea (SE)
SECH02	Change of particulars for corporate member of a supervisory organ of Societas Europaea (SE)
SETM01	Termination of appointment of member of a supervisory organ of Societas Europaea (SE)
CIAP01	Notice to the Registrar of Companies by the Regulator of Community interest Companies of an Order to appoint a director
CIAP02	Notice to the Registrar of Companies by the Regulator of Community interest Companies of an Order to appoint a corporate director
CICH01	A change of particulars for director appointed by the Regulator of Community interest Companies
CICH02	A change of particulars for corporate director appointed by the Regulator of Community interest Companies

CITM01	Notice to the Registrar of Companies by the Regulator of Community interest Companies about an Order removing a director
CITM02	Notice to the Registrar of Companies by the Registrar of Community interest Companies of the termination of appointment of director

## **1.4** CATEGORY CROA: CHANGE IN REGISTERED OFFICE

AD01	Change of registered office address
AD01c	Change of registered office address (Welsh language form)
LLAD01	Change of registered office address of a Limited Liability Partnership
LLAD01c	Change of registered office address of a Limited Liability Partnership (Welsh language form)

## **1.5** CATEGORY MORT: MORTGAGE DOCUMENTS

#### 1.5.1 England/Wales

MG01	Particulars of a mortgage or charge
MG02	Statement of satisfaction in full or in part of mortgage or charge
MG04	Application for registration of a memorandum of satisfaction that part [or the whole] of the property charged (a) has been released from the charge; (b) no longer forms part of the company's property
MG06	Particulars of a mortgage or charge subject to which property has been acquired
MG07	Particulars for the registration of a charge to secure a series of debentures
MG08	Particulars of an issue of secured debentures in a series
MG09	Certificate of registration of a charge comprising property situated in another UK jurisdiction
LLMG01	Particulars of a mortgage or charge in respect of a Limited Liability Partnership
LLMG02	Statement of satisfaction in full or in part of mortgage or charge in respect of a Limited Liability Partnership
LLMG04	Application for registration of a memorandum of satisfaction that part [or the whole] of the property charged (a) has been released from the charge; (b) no longer forms part of the company's property
LLMG06	Application for registration of a memorandum of satisfaction that part [or the whole] of the property charged (a) has been released from the charge; (b) no longer forms part of the company's property
LLMG07	Particulars for the registration of a charge to secure a series of debentures in respect of a Limited Liability Partnership
LLMG08	Particulars of an issue of secured debentures in a series in respect of a Limited Liability Partnership

LLMG09	Certificate of registration of a charge comprising property situated in another UK
	jurisdiction in respect of a Limited Liability Partnership

#### 1.5.2 Scotland

MG01s	Particulars of a charge created by a company registered in Scotland
MG02s	Statement of satisfaction in full or in part of a charge
MG03s	Statement of satisfaction in full or in part of mortgage or charge
MG04s	Application for registration of a memorandum of satisfaction that part [or the whole] of the property charged (a) has been released from the charge; (b) no longer forms part of the company's property
MG05s	Application for registration of a memorandum of satisfaction that part [or the whole] of the property charged (a) has been released from the charge; (b) no longer forms part of the company's property
MG06s	Particulars of a charge subject to which property has been acquired by a company registered in Scotland
MG07s	Particulars for the registration of a charge to secure a series of debentures
MG08s	Particulars of an issue of secured debentures in a series
MG10s	Particulars of an instrument of alteration to a floating charge created by a company registered in Scotland
LLMG01s	Particulars of a charge created by a Limited Liability Partnership (LLP) registered in Scotland
LLMG02s	Statement of satisfaction in full or part of a fixed charge by a Limited Liability Partnership (LLP) registered in Scotland
LLMG03s	Statement of satisfaction in full or part of a floating charge by a Limited Liability Partnership (LLP) registered in Scotland
LLMG04s	Application for registration of a memorandum of satisfaction that part (or the whole) of the property charged (a) has been released from the fixed charge; (b) no longer forms part of the Limited Liability Partnership's (LLP's) property by an LLP registered in Scotland
LLMG05s	Application for registration of a memorandum of satisfaction that part (or the whole) of the property charged (a) has been released from the floating charge; (b) no longer forms part of the Limited Liability Partnership's (LLP's) property by an LLP registered in Scotland
LLMG06s	Particulars of a charge subject to which property has been acquired by a Limited Liability Partnership (LLP) registered in Scotland
LLMG07s	Particulars for the registration of a charge to secure a series of debentures by a Limited Liability Partnership (LLP) registered in Scotland
LLMG08s	Particulars of an issue of secured debentures in a series by a Limited Liability Partnership (LLP) registered in Scotland

NEWINC	New incorporation documents
IN01	Application for registration of a company
IN01c	Application for registration of a company (Welsh language form)
LLIN01	Application for Incorporation of a Limited Liability Partnership
LLIN01c	Application for Incorporation of a Limited Liability Partnership (Welsh language form)
SEFM01	Formation by Merger of Societas Europaea (SE) to be registered in GB
SEFM02	Formation of Holding Societas Europaea (SE)
SEFM03	Formation of Subsidiary Societas Europaea (SE) under Article 2(3) of Council Regulation
	(EC) No 2157/2001
SEFM05	Formation of Subsidiary Societas Europaea (SE) under Article 2(3) of Council Regulation (EC) No 2157/2001
SETR02	Transfer to GB of Societas Europaea (SE)
OSIN01	Registration of an overseas company
OSNE01	Registration of a new UK Establishment of an overseas company

## **1.6** CATEGORY NEWC: NEW INCORPORATIONS

## **1.7** CATEGORY CAP: CAPITAL

SH01	Return of Allotment of shares
SH02	Notice of consolidation, sub-division, redemption of shares or re-conversion of stock into shares
SH03	Return of purchase of own shares
SH04	Notice of sale or transfer of treasury shares for a public limited company
SH05	Notice of cancellation of treasury shares
SH06	Notice of cancellation of shares
SH07	Notice of cancellation of shares held by or for a public company
SH08	Notice of name or other designation of class of shares
SH09	Return of allotment by unlimited company allotting new class of shares
SH10	Notice of particulars of variation of rights attached to shares
SH11	Notice of new class of members
SH12	Notice of particulars of variation of class rights
SH13	Notice of name or other designation of class of members
SH14	Notice of redenomination
SH15	Notice of reduction of capital following redenomination
SH16	Notice by the applicants of application to court for cancellation of resolution approving a repurchase or redemption of shares out of capital
SH17	Notice by the company of application to court for cancellation of resolution approving a repurchase or redemption of shares out of capital
SH18	Statement of directors in accordance with reduction of capital following redenomination
SH19	Statement of capital (Section 644/649)
SH20	Statement of directors in respect of the solvency statement made in accordance with section 643
SH21	Notice of non-assenting shareholders
SH22	Statutory Declaration relating to a Notice to non-assenting shares
SH23	Notice to non-assenting shareholders

### **1.8** CATEGORY LIQ: LIQUIDATION DOCUMENTS

LQ01	Notice of appointment of receiver or manager
LQ02	Notice of ceasing to act as receiver or manager
SEWU01	Notice of Initiation or Termination of Winding-up, Liquidation, Insolvency or Cessation of Payment Procedures and Decision to Continue Operating of Societas Europaea (SE)
LLLQ01	Notice of appointment of receiver or manager in respect of a Limited Liability Partnership
LLLQ02	Notice of ceasing to act as receiver or manager in respect of a Limited Liability Partnership

See 'Codes and Description Pre 2009' help page for all other Liquidation Documents included in this category

## **1.9** CATEGORY CON: CHANGE OF NAME

NM01	Notice of change of name by resolution
NM02	Notice of change of name by conditional resolution
NM03	Notice confirming satisfaction of the resolution for the change of name
NM04	Notice of change of name by means provided for by the articles
NM05	Notice of change of name by resolution of directors
NM06	Request to seek comments of government department or other specified body on change of name
NM01c	Notice of change of name by resolution (Welsh language form)
NM02c	Notice of change of name by conditional resolution (Welsh language form)
NM03c	Notice confirming satisfaction of the resolution for the change of name (Welsh language form)
NM04c	Notice of change of name by resolution of directors (Welsh language form)
NM05c	Notice of change of name by resolution of directors (Welsh language form)
NM06c	Request to seek comments of government department or other specified body on change of name (Welsh language form)
NE01	Exemption from requirement as to use of "limited" or "cyfyngedig" on Change of Name
LLNM01	Notice of Change of Name of a Limited Liability Partnership
LLNM01c	Notice of Change of Name of a Limited Liability Partnership (Welsh language form)
CERTNM	Change of name certificate

AA01	Change of accounting reference date
AA02	Dormant company accounts
AA01c	Change of accounting reference date (Welsh language form)
AA02c	Dormant company accounts (Welsh language form)
AA03	Notice of resolution removing auditors
AD02	Notification of Single Alternative Inspection Location (SAIL)
AD03	Change of location of company records to the Single Alternative Inspection Location
AD04	Change of location of company records to the registered office
AD05	Notification to change the situation of an England and Wales company or a Welsh company
AD02c	Notification of Single Alternative Inspection Location (SAIL) (Welsh language form)
AD03c	Change of location of company records to the Single Alternative Inspection Location (SAIL) (Welsh language form)
AD04c	Change of location of company records to the registered office (Welsh language form)
AD05c	Notification to change the situation of an England and Wales company or a Welsh company (Welsh language form)
CC01	Notice of restriction on the company's articles
CC02	Notice of removal of restriction on the company's articles
CC03	Statement of compliance where removal of articles restricted
CC04	Statement of companies objects
CC05	Change of constitution by enactment
CC06	Change of constitution by order of court or other authority
CERT1	Re-registration of a company from unlimited to limited
CERT2	Re-registration of a company from unlimited to limited with a change of name
CERT3	Re-registration of a company from limited to unlimited
CERT4	Re-registration of a company from limited to unlimited with a change of name
CERT5	Re-registration of a company from private to public
CERT6	Re-registration of a company from unlimited to PLC
CERT7	Re-registration of a company from private to public with a change of name
CERT8	Certificate to entitle a public company to commence business and borrow
CERT10	Re-registration of a company from public to private

# **1.10** CATEGORY MISC: MISCELLANEOUS

CERT11	Re-registration of a company from public to private with a change of name
CERT14	Certificate of registration of a resolution on reduction of share capital
CERT15	Certificate of registration of order of court and minute on reduction of share capital
CERT16	Certificate of registration of order of court and minute on reduction of share capital and share premium account
CERT17	Certificate of registration of order of court and minute on reduction of share capital and cancellation of share premium account
CERT18	Certificate of registration of order of court and minute on reduction of share capital, cancellation of share premium account and cancellation of capital redemption reserve
CERT19	Certificate of registration of order of court on reduction of share premium account
CERT20	Certificate of registration of order of court on reduction of share capital and cancellation of capital redemption reserve
CERT21	Certificate of registration of order of court and minute on cancellation of share premium account
CERTIPS	Registration as Friendly Society
DS01	Striking off application by a company
DS02	Withdrawal of striking off application by a company
DS01c	Striking off application by a company (Welsh language form)
DS02c	Withdrawal of striking off application by a company (Welsh language form)
EEMP01	Notice of documents and particulars required to be filed
EEMP02	Notice of setting up or closure of an establishment of an EEIG
EEAP01	Appointment of manager of an EEIG where the official address of the EEIG is in the UK
EEAP02	Appointment of corporate manager of an EEIG where the official address is in the UK
EEFM01	Statement of name, official address, members, objects and duration for EEIG whose official address is in the UK
EEFM02	Statement of name, establishment address in the UK and members of an EEIG whose official address is outside the UK
EENM01	Statement of name, other than registered name, under which an EEIG whose official address is outside the UK proposes to carry on business in the UK
EENM02	Statement of name, other than registered name, under which an EEIG whose official address is outside the UK proposes to carry on business in substitution for name previously approved
EETM01	Termination of appointment of manager of an EEIG where the official address is in the UK
EECH01	Change of particulars for a manager of an EEIG where the official address of the EEIG is in the UK

EECH02	Change of particulars for corporate manager of an EEIG where the official address of the EEIG is in the UK
GAZ1	First notification of strike-off action in London Gazette (Section 1000)
GAZ2	Second notification of strike-off action in London Gazette (Section 1000)
GAZ1(A)	First notification of strike-off in London Gazette (Section 1003)
GAZ2(A)	Second notification of strike-off action in London Gazette (Section 1003)
ART	Articles of Association
MISC	Miscellaneous document
OC	Order of Court
OC-DV	Order of Court - dissolution void
OC-PRI	Order of Court for re-registration to private company
OCREREG	Order of Court for re-registration
OC138	Order of Court
OC425	Order of Court
OC427	Order of Court (Section 427)
*RES02	Resolution to re-register
*RES06	Reduction of issued capital
*RES08	Purchase own shares
*RES09	Repurchase of shares
*RES10	Allotment of securities
*RES11	Disapplication of pre-emption rights
*RES12	Vary share rights/names
*RES13	Other resolution
*RES16	Redemption of shares
SOAD(A)	Striking-off action discontinued (s1003)
SOAS(A)	Striking-off action suspended (s1003)
VAL	Valuation Report
SH50	Application for trading certificate for a public company
LLAA01	Change of accounting reference date of a Limited Liability Partnership
LLAA01c	Change of accounting reference date of a Limited Liability Partnership (Welsh language form)
LLAA02	Notice of removal of auditor from a Limited Liability Partnership

LLAD02	Notification of a single alternative inspection location (SAIL) of a Limited Liability
	Partnership
LLAD03	Change of location of the records to the single alternative inspection location (SAIL) of a Limited Liability Partnership
LLAD04	Change of location of the records to the registered office of a Limited Liability Partnership
LLAD05	Notice to change the situation of a Welsh / England and Wales Limited Liability Partnership
LLAD02c	Notification of a single alternative inspection location (SAIL) of a Limited Liability Partnership (Welsh language form)
LLAD03c	Change of location of the records to the single alternative inspection location (SAIL) of a Limited Liability Partnership (Welsh language form)
LLAD04c	Change of location of the records to the registered office of a Limited Liability Partnership (Welsh language form)
LLAD05c	Notice to change the situation of a Welsh / England and Wales Limited Liability Partnership (Welsh language form)
LLCC01	Notice of Change of Status of a Limited Liability Partnership
LLDS01	Striking off application by a Limited Liability Partnership
LLDS02	Withdrawal of striking off application by a Limited Liability Partnership
LLCC01c	Notice of Change of Status of a Limited Liability Partnership (Welsh language form)
LLDS01c	Striking off application by a Limited Liability Partnership (Welsh language form)
LLDS02c	Withdrawal of striking off application by a Limited Liability Partnership (Welsh language form)
LLNM01c	Notice of Change of Name of a Limited Liability Partnership (Welsh language form)
NCIN01	Application by a joint stock company for registration as a public company under the Companies Act 2006
NCIN03	Application by a company (not being a joint stock company) for registration under the Companies Act 2006
NCIN04	Statement by Director or Secretary on application by a joint stock company for registration as a public company under the Companies Act 2006
OSNM01	Registration of change of name of overseas company as registered in the UK
OSLQ01	Notice of appointment of a liquidator of an overseas company
OSLQ02	Notice by an Overseas Companies which becomes subject to proceedings relating to insolvency
OSLQ03	Notice of winding up of an overseas company
OSLQ04	Notice by an overseas companies on cessation of proceedings relating to insolvency

OSDS01	Notice of closure of a UK business of an overseas company
OSDS02	Notice of termination of winding up of an overseas companies
OSCH01	Return by a UK business of an Overseas Company for change of particulars
OSCH02	Return by an overseas company for change of company particulars
OSCH03	Change of details of a director of an overseas company
OSCH04	Change of details of a corporate director of an overseas company
OSCH05	Change of details of a secretary of an overseas company
OSCH06	Change of details of a corporate secretary of an overseas company
OSCH07	Change of details by an overseas company for a person authorised to represent the company in respect of a UK establishment
OSCH08	Change of service address for a judicial factor (Scotland) of an overseas company
OSCH09	Change of details by an overseas company for a person authorised to accept service of documents on behalf of the company in respect of a UK establishment
OSCC01	Return by an overseas company of an alteration to constitutional documents
OSCC02	Return by an overseas company of change of UK business at which the constitutional documents are kept
OSMG01	Particulars of a mortgage or charge by an overseas company
RP01	Replacement of document not meeting requirements for proper delivery
RP02	Application for rectification
RP03	Notice of objection to a rectification request
RR01	Application by a private company for re-registration as a public company
RR02	Application by a public company for re-registration as a private limited company
RR03	Notice by the company of application to the court for cancellation of resolution for re-registration
RR04	Notice by the applicants of application to the court for cancellation of resolution for re registration
RR05	Application by a private limited company for re-registration as a private unlimited company
RR06	Application by an unlimited company for re-registration as a private limited company
RR07	Application by a public company for re-registration as a private unlimited company
RR08	Application by a public company for re-registration as a private limited company following a Court Order reducing capital
RR09	Application by a public company for re-registration as a private limited company following cancellation of shares
RT01	Application for administrative restoration to the register

SEAS01	Amendment of Statutes of Societas Europaea (SE)
SECV01	Conversion of Societas Europaea (SE) to PLC
SEDT01	Draft Terms of Formation of Holding Societas Europaea (SE) involving a GB Registered Company or SE
SEDT02	Draft Terms of Conversion of PLC to Societas Europaea (SE)
SEDT03	Notification of Draft Terms of Conversion of Societas Europaea (SE) to PLC
SESC01	Notice of Satisfaction of Conditions for the Formation of Holding Societas Europaea (SE) by a GB Registered Company or SE
SESS01	Statement of solvency by Members of Societas Europaea (SE) which is proposing to transfer from GB
SETR01	Proposed Transfer from GB of Societas Europaea (SE)
SETR03	Transfer from GB of Societas Europaea (SE)
SEFM04	Transformation of PLC to Societas Europaea (SE)
VT01	Voluntary translation of an original filing received by the Registrar

## 2 Pre October 2009 Form Types and Descriptions

## **2.1** CATEGORY ACC: ANNUAL ACCOUNTS

AA	Annual Accounts
AAMD	Amended Accounts

## **2.2** CATEGORY RET: ANNUAL RETURNS

363	Annual Return
363a	Annual Return
363b	Annual Return
363s	Annual Return
363x	Annual Return
363CYM	Annual Return (Welsh language form)

## **2.3** CATEGORY DIR: 288 DOCUMENTS

288a	Notice of appointment of directors or secretaries
288b	Notice of resignation of directors or secretaries

288c	Notice of change of directors or secretaries or in their particulars
288aCYM	288aCYM Notice of appointment of directors or secretaries (Welsh language form)
288bCYM	Notice of resignation of directors or secretaries (Welsh language form)
288cCYM	Notice of change of directors or secretaries or in their particulars (Welsh language form)

### **2.4** CATEGORY ROC: 287 DOCUMENTS

287	Change in situation or address of Registered Office
287CYM	Change in situation or address of Registered Office (Welsh language form)

## **2.5** CATEGORY NEWC: NEW COMPANIES

NEWINC	New Incorporation documents
10	First Directors and secretary and intended situation of Registered Office
10CYM	Directors and secretary and intended situation of Registered Office (Welsh language form)
12	Declaration on application for registration
12CYM	Declaration on application for registration (Welsh language form)
BR1	Return delivered for registration of a branch of an overseas company
691	Return and declaration delivered for registration of a place of business of an overseas company

### **2.6** CATEGORY MORT: MORTGAGE DOCUMENTS

#### 2.6.1 England and Wales

ZMORT	Mortgage Register
REG 395	Particulars of a mortgage or charge
397	Particulars for the registration of a charge to secure a series of debentures
397a	Particulars of an issue of secured debentures in a series
398	Certification of registration in Scotland or Northern Ireland of a charge comprising property situated there
400	Particulars of a mortgage or charge subject to which property has been acquired
401	Register of Charges, Memoranda of Satisfaction and Appointment etc of Receivers.
403a	Declaration of satisfaction in full or in part of a mortgage or charge
403b	Declaration that part of the property or undertaking charges (a) has been released from the charge; (b) no longer forms part of the company's property or undertaking

#### 2.6.2 Scotland

410	Particulars of a charge created by a company registered in Scotland
413	Particulars for the registration of a charge to secure a series of debentures
413a	Particulars for the registration of a charge to secure a series of debentures
416	Particulars of a charge subject to which property has been acquired by a company registered in Scotland
419a	Application for registration of a memorandum of satisfaction in full or in part of a registered charge
419b	Application for registration of a memorandum of fact that part of the property charged (a) has been released from the charge; (b) no longer forms part of the company's property
466	Particulars of an instrument of alteration to a floating charge created by a company registered in Scotland

## 2.7 CATEGORY CAP: CAPITAL

52	Particulars of contract relating to shares allotted as fully or partly paid up otherwise than in cash on or before 15/3/88
88(2)	Return of allotments of shares issued for cash or by way of capitalisation of reserves (bonus issues)
397	Particulars for the registration of a charge to secure a series of debentures
88(2)R	Return of allotments of shares issued for cash or by way of capitalisation of reserves (bonus issues) - revised form
88(2)O	Return of allotments of shares issued for other than cash - original document
88(3)	Particulars of a contract relating to shares allotted as fully or partly paid up otherwise than in cash
SA	Shares agreement
122	Notice of consolidation, division, sub-division, redemption or cancellation of shares, or conversion, re-conversion of stock into shares
123	Notice of increase in nominal capital
128(1)	Statement of rights attached to allotted shares
128(3)	Statement of particulars of variation of rights attached to shares
128(4)	Notice of assignment of name or new name to any class of shares
129(1)	Statement by a company without share capital of rights attached to newly created class of members
129(2)	Statement by a company without share capital of particulars of a variation of members' class rights
129(3)	Notice by a company without share capital of assignment of a name or other

	designation to a class of members
155(6)a	Declaration in relation to assistance for the acquisition of shares
155(6)b	Declaration by the directors of a holding company in relation to assistance for the acquisition of shares
157	Notice of application made to the Court for the cancellation of a special resolution regarding financial assistance for the acquisition of shares
169	Return by a company purchasing its own shares
169(1B)	Return by a public company purchasing its own shares for holding in treasury
169A(2)	Return by a public company cancelling or selling shares from treasury
173	Declaration in relation to the redemption or purchase of shares out of capital
176	Notice of application to the Court for the cancellation of a resolution for the redemption or purchase of shares out of capital
PROSP	Prospectus
*RESO4	Increase in nominal capital
*RESO5	Decrease in nominal capital
PUC2	Return of allotments of shares issued for cash on or before 15/3/1988
PUC5	Statement of amounts or further amounts paid on nil paid or partly paid on or before 15/3/1988
PUC30	Return of allotments of shares issued wholly or partly paid up otherwise than in cash on or before 15/3/1988

\*RES (resolution) forms can be in the form, SRES, ORES, ERES or WRES relating to: special resolution, ordinary resolution, extraordinary resolution or written resolution

### **2.8** CATEGORY LIQ: LIQUIDATION DOCUMENTS

#### 2.8.1 England and Wales

1.1	Report of meeting approving voluntary arrangement
1.2	Order or revocation or suspension of voluntary arrangement
1.3	Voluntary arrangement's supervisor's abstracts of receipts and payments
1.4	Notice of completion of voluntary arrangement
2.6	Notice of Administration Order
2.7	Administration Order
2.15	Administrator's Abstract of receipts and payments
2.18	Notice of Order to deal with charged property

2.19 2.2	Notice of discharge of Administration Order   Notice of variation of Administration Order
2.21	Statement of Administrator's proposals
2.23	Notice of result of meeting of creditors
3.3	Statement of Affairs in Administrative receivership following report to creditors
3.4	Certificate of constitution of creditors
3.5	Administrative Receiver's report to change in membership of creditors' committee
3.6	Abstract of receipt and payments in receivership
3.7	Notice of Administrative Receiver's death
3.8	Notice of Order to dispose of charged property
3.1	Administrative Receiver's report
4.13	Notice to Official Receiver of winding-up order
4.2	Statement of company's affairs
4.31	Notice of Appointment of Liquidator in winding up by the Court
4.33	Notice of resignation of Voluntary Liquidator under section 171(5) of Insolvency Act 1986
4.35	Order of Court granting Voluntary Liquidator leave to resign
4.38	Certificate of removal of Voluntary Liquidator
4.4	Notice of ceasing to act as Voluntary Liquidator
4.43	Notice of final meeting of creditors
4.44	Notice of death of Voluntary Liquidator
4.46	Notice of vacation of office by Voluntary Liquidator
4.48	Notice of constitution of liquidation committee
4.51	Certificate that creditors have been paid in full
4.68	Liquidator's statement of receipts and payments
4.69	Order of court appealing against Secretary of State's decision under section 203(4) or section 205(4) of Insolvency Act 1986
4.7	Declaration of Solvency
4.71	Return of final meeting in members' voluntary winding-up
4.72	Return of final meeting in creditors' voluntary winding-up
405(1)	Notice of appointment of Receiver
405(2)	Notice of ceasing to act of Receiver
600	Notice of appointment of Liquidator in a voluntary winding up (Members or Creditors)

COCOMP	Order to wind up
COLIQ	Orders to rescind, defer or stay
F14	Notice of wind up
L64.01	Early dissolution request
L64.01HC	Early dissolution request
L64.04	Directions to defer dissolution
L64.06	Directions to defer dissolution
L64.06HC	Directions to defer dissolution
L64.07	Release of Official Receiver
L64.07HC	Release of Official Receiver
LRESEX	Extraordinary resolution in creditors; voluntary liquidation
LRESSP	Ordinary resolution in members' voluntary liquidation
RELREC	Official Receiver's release
SPECPEN	Certificate of specific penalty

#### 2.8.2 Scotland

1.1(scot)	Report of a meeting approving voluntary arangement
2.2(scot)	Notice of administration order
2.3(scot)	Notice of dismissal of petition for administration order
2.4(scot)	Notice of discharge of administration order
2.7(scot)	Notice of statement of administrator's proposals
2.8(scot)	Notice of result of meeting of creditors
2.9(SC)	Administrator's abstract of receipts and payments
2.11(scot)	Notice of order to deal with secured property
2.12(scot)	Notice of variation of administration order
4.2(SC)	Notice of winding up order
4.6(SC)	Liquidator's statement of receipts and payment
4.9(SC)	Notice of appointment of Liquidator
4.11(SC)	Notice of removal of Liquidator
4.14(SC)	Certificate of release of Liquidator
4.16(SC)	Notice of resignation of Liquidator
4.17(SC)	Notice of final meeting of creditors

4.18(SC)	Notice of death of Liquidator
4.19(SC)	Notice of vacation of office by Liquidator
4.20(SC)	Certificate of constitution of creditors/liquidation committee
4.22(SC)	Notice of constitution/continuance of liquidation/creditors committee
4.25(SC)	Declaration of solvency
4.26(SC)	Return of final meeting in a voluntary winding up
4.27(SC)	Notice of courts order sifting proceedings in winding up by the court
4.28(SC)	Notice under sections 204(6) or 205(6)
600	Notice of appointment of Liquidator in a voluntary winding up
COLIQ	Court order to dissolve in post 29/12/86 compulsory liquidation
COLIQ86	Court order to dissolve in a pre 29/12/86 compulsory liquidation
CO4.2S	Court Order for notice of wind up
1(scot)	Notice of appointment of a Receiver by the holder of a floating charge
2(scot)	Notice of appointment of a Receiver by the Court
3(scot)	Notice of the Receiver ceasing to act or of his removal
3.3(scot)	Notice of receiver's death
3.4(scot)	Notice of authorisation to dispose of secured property
3.5(scot)	Notice of Receiver's report
LRESEX	Extraordinary resolution in creditors' voluntary liquidation
LRESSP	Ordinary resolution in members' voluntary liquidation

## **2.9** CATEGORY CON: CHANGE OF NAME

CERTNM	Change of name certificate
SRES15	Change of Name Special Resolution

### **2.10** CATEGORY MISC: MISCELLANEOUS DOCUMENTS

#### 2.10.1 England, Wales and Scotland

AUD	Auditor's letter of resignation
AUDR	Auditor's report
AUDS	Auditor's statement
BONA	Bona Vacantia disclaimer
BS	Balance sheet

BR1	Return delivered for registration of a branch of an overseas company
BR2	Return by an overseas company subject to branch registration of an alteration to constitutional documents
BR3	Return by an overseas company subject to branch registration, for alteration of company particulars
BR4	Return by an overseas company subject to branch registration of change of directors or secretary or of their particulars
BR5	Return by an overseas company subject to branch registration of change of address or other branch particulars
BR6	Return of change of person authorised to accept service or to represent the branch of an overseas company or of any change in their particulars
BR7	Return by an overseas company of the branch at which the constitutional documents of the company have been registered in substitution for a previous branch
BUSADD CH	Business address changed
CENT8	Notice of closure of a place of business of an overseas company
CERT1	Re-registration of a company from unlimited to limited
CERT2	Re-registration of a company from unlimited to limited with a change of name
CERT3	Re-registration of a company from limited to unlimited
CERT4	Re-registration of a company from limited to unlimited with a change of name
CERT5	Re-registration of a company from private to public
CERT6	Re-registration of a company from unlimited to PLC
CERT7	Re-registration of a company from private to public with a change of name
CERT8	Certificate to entitle a public company to commence business and borrow
CERT10	Re-registration of a company from public to private
CERT11	Re-registration of a company from public to private with a change of name
CERT14	Certificate of registration of a resolution on reduction of share capital
CERT15	Certificate of registration of order of court and minute on reduction of share capital
CERT16	Certificate of registration of order of court and minute on reduction of share capital and share premium account
CERT17	Certificate of registration of order of court and minute on reduction of share capital and cancellation of share premium account
CERT18	Certificate of registration of order of court and minute on reduction of share capital, cancellation of share premium account and cancellation of capital redemption reserve
CERT19	Certificate of registration of order of court on reduction of share premium account
CERT20	Certificate of registration of order of court on reduction of share capital and cancellation

	of capital redemption reserve
CERT21	Certificate of registration of order of court and minute on cancellation of share premium account
CERTIPS	Registration as Friendly Society
COAD	Instrument issued under Section 244(5)
COADLE TT	Letter to company regarding its request for an extension of time to deliver their annual accounts
DISS6	Notice of striking-off action suspended
DISS40	Notice of striking-off action discontinued
DO1	Notice of disqualification of an individual
DO2	Notice of disqualification order against a body corporate
DO3	Notice of leave granted in relation to a disqualification order
DO4	Notice of a variation or cessation of a disqualification order
EEIG1	Statement of name, official address, members, objects and duration for EEIG whose official address is in Great Britain
EEIG2	Statement of name, establishment address in Great Britain and members of an EEIG whose official address is outside the UK
EEIG3	Notice of manager's particulars, and of termination of appointment where the official address of the EEIG is in Great Britain
EEIG4	Notice of documents and particulars required to be filed
EEIG5	Notice of setting up or closure of an establishment of an EEIG
EEIG6	Statement of name, other than registered name, under which an EEIG whose official address is outside Great Britain proposes to carry on business in substitution for name previously approved
ELRES	Elective resolution
GAZ1	First notification of strike-off action in London Gazette (Section 652)
GAZ2	Second notification of strike-off action in London Gazette (Section 652) 43(3) Application by a private company for re-registration as a public company
GAZ1(A)	First notification of strike-off in London Gazette (Section 652A)
GAZ2(A)	Second notification of strike-off action in London Gazette (Section 652A)
LET-CESS	Notice of closure of a place of business of an overseas company
LETT- CESS	Notice of closure of a branch of an overseas company
MA	Memorandum and Articles
MAR	Memorandum and Articles - used in re-registration

MISC	Miscellaneous document
OC	Order of Court
OC-DV	Order of Court - dissolution void
OC-PRI	Order of Court for re-registration to private company
OC138	Order of Court (Section 138)
OC425	Order of Court (Section 425)
OCRERE G	Order of Court for re-registration
*RES02	Resolution to re-register
*RES03	Exempt from appointment of auditor
*RES06	Reduction of issued capital
*RES07	Financial assistance in shares acquisition
*RES08	Purchase own shares
*RES09	Confirmation of dissolution
*RES10	Allotment of securities
*RES11	Disapplication of pre-emption rights
*RES12	Vary share rights/names
*RES13	Other resolution
*RES14	Capital/bonus issue
*RES16	Redemption of shares
SOAD(A)	Striking-off action discontinued (Section 652A)
SOAS(A)	Striking-off action suspended (Section 652A)
VAL	Valuation Report
(W)ELRE S	Written elective resolution
6	Cancellation of alteration to the objects of a company
43(3)e	Declaration on application by a private company for re-registration as a public company
49(1)	Application by a limited company to be re-registered as unlimited
49(8)a	Members' assent to company being re-registered as unlimited
49(8)b	Statutory declaration by directors as to members' assent to re-register a company as unlimited
51	Application by an unlimited company to be re-registered as limited
53	Application by a public company for re-registration as a private company

54	Application to the Court for cancellation of resolution for re-registration
54 92(SC)	Liquidator's statement of accounts (for Scottish companies only)
97	Statement for the amount or rate per cent of any commission payable in connection with the subscription of shares
117	Application by a public company for certificate to commence business and statutory declaration in support
139	Application by a public company for re-registration as a private company following a Court Order reducing capital
147	Application by a public company for re-registration as a private company following cancellation of shares and reduction of nominal value of issued capital
190	Notice of place where a register of holders of debentures or a duplicate is kept or of any change in that place
190a	Notice of a place where a register of holders of debentures of a duplicate is kept or of any change in that place where the register is in non-legible form
224	Notice of accounting reference date (to be delivered within 9 months of incorporation)
225	Change of Accounting Reference Date
225(1)	Notice of new accounting reference date given during the course of an accounting reference period
225(2)	Notice by a holding or subsidiary company of a new accounting reference date given after the end of an accounting reference period
225CYM	Change of accounting reference date (Welsh form)
242	Notice of claim to extension of period allowed for laying and delivering accounts - overseas business or interests
244	Notice of claim to extension of period allowed for laying and delivering accounts - overseas business or interests
266(1)	Notice of intention to carry on business as an investment company
266(3)	Notice that a company no longer wishes to be an investment company
318	Location of directors' service contracts
325	Location of register of directors' interests in shares etc
325a	Location of register of directors' interests in shares etc where the register is in non- legible form
353	Register of members
353a	Register of members in non-legible form
362	Notice of place where an overseas branch register is kept, of any change in that place, or of discontinuance of any such register
362a	Notice of place where an overseas branch register is kept, of any change in that place, or of discontinuance of any such register where the register is in a non-legible form

386	Notice of passing of resolution removing an auditor
652A	Application for striking off
652C	Withdrawal of application for striking off
680a	Application by joint stock company for registration under Part XXII of the Companies Act 1985, and Declaration and related statements
680b	Application by a company which is not a joint stock company for registration under Part XXII of the Companies Act 1985, and Declaration and related statements
684	Registration under Part XXII of the Companies Act 1985. List of members - existing joint stock company
685	Declaration on application by a joint stock company for registration as a public company
686	Registration under Part XXII of the Companies Act 1985 Statutory Declaration verifying list of members
691- REREG	Registration of a place of business of an overseas company previously registered as a branch
692(1)(a)	Return of alteration in the charter, statutes etc of an overseas company subject to place of business registration
692(1)(b)	Return of alteration in the directors or secretary of an overseas company subject to place of business registration or in their particulars
692(1)(c)	Return of alteration in the names or addresses of persons resident in Great Britain authorised to accept service on behalf of an overseas company subject to place of business registration
692(2)	Return of change in the corporate name of an overseas company subject to place of business registration
694(4)(a)	Statement of name, other than corporate name, under which an overseas company proposes to carry on business in Great Britain
694(4)(b)	Statement of name, other than corporate name, under which an overseas company proposes to carry on business in Great Britain in substitution for a name previously registered
695A(3)	Notice of closure of a branch of an overseas company
701(a)	Notice of accounting reference date (to be delivered within 9 months of incorporation) for an overseas company subject to section 700
701(b)	Notice of new accounting reference date given during the course of an accounting reference period for an overseas company subject to section 700
701(c)	Notice by an overseas holding or subsidiary company of new accounting reference date given after the end of an accounting reference period subject to section 700
703P(1)	Return by an overseas company that the company is being wound up
703P(3)	Notice of appointment of a Liquidator of an overseas company
703(P)(5)	Notice by the Liquidator of an overseas company concerning the termination of

	liquidation of the company
703Q(1)	Return by an overseas company which becomes subject to insolvency proceedings, etc
703Q(2)	Return by an overseas company on cessation of insolvency proceedings, etc
CLOSE	Scheme of Arrangement
EXLIQ	Request for dissolution of company where liquidator has ceased to act.

\*RES (resolution) forms can be in the form, SRES, ORES, ERES or WRES relating to: special resolution, ordinary resolution, extraordinary resolution or written resolution.

### 2.11 LLP DOCUMENTS

The majority of the above document codes that apply to companies also apply to Limited Liability Partnerships and have the same purpose or significance. Note, however, that LLPs do NOT file Partnership Agreements at Companies House. Nor do they file Share Capital documents, Resolutions, Memorandum of Association or Articles of Association

Northern Ireland codes and descriptions are detailed below but documents that align with GB documents are included in the above categories for 'Monitor' etc.

#### 2.12 Northern Ireland Documents

Credit Union Annual Return

16(W)	Written resolution for change of company name
CNRES	Special resolution change of company name

#### 2.12.1 Dormant Balance Sheet

17	Cancellation of alteration to the objects of a company
21	(Incorporation)
23	(Statutory declaration)
40(5)(a)	Declaration on application for the registration of a company exempt from the requirement to use 'limited'
40(5)(b)	Declaration on application for the registration of a company under Article 629 of the Companies (NI) Order 1986 exempt from the from the requirement to use 'limited'
40(5)(c)	Declaration of change of name omitting 'limited'
53(3)	Application by a private company for re-registration as a public company
53(3)(e)	Declaration on application by a private company for re-registration as a public company
59	Application by limited company to be re-registered as unlimited

59(8)(a)	Members' assent to company being re-registered as unlimited
61	Application by an unlimited company to be re-registered as limited
63	Application by a public company for re-registration as private company
64	Application to the court for cancellation of resolution for re-registration
98(2)	Return of allotment of shares
98(3)	Particulars of a contract relating to shares allotted as fully or partly paid up otherwise than in cash.
107	Statement of the amount or rate per cent of any commission payable in connection with the subscription of shares
127	Application by a public company for certificate to commence business
132	Notice of consolidation, division, sub-division, redemption or cancellation of shares, or conversion, re-conversion of stock into shares
133	Notice of increase in nominal capital
138(1)	Statement of rights attached to allotted shares
138(3)	Statement of particulars of variation of rights attached to shares
138(4)	Notice of assignment of name or new name to any class of shares
139(1)	Statement by a company without share capital of rights attached to newly created class of members
139(2)	Statement by a company without share capital of particulars of a variation of members' class rights
139(3)	Notice by a company without share capital of assignment of a name or other designation to a class of members
149	Application by a public company for re-registration as a private company following a Court Order reducing capital
157	Application by a public company for re-registration as a private company following cancellation of shares and reduction of nominal value of issued capital
165(6)A	Declaration in relation to assistance for the acquisition of shares
165(6)B	Declaration by the directors of a holding company in relation to assistance for the acquisition of shares
167	Notice of application made to the Court for the cancellation of a special resolution regarding financial assistance for the acquisition of shares
179	Return by a company purchasing its own shares
183	Declaration in relation to the redemption or purchase of shares out of capital
186	Notice of application to the Court for the cancellation of a resolution for the redemption or purchase of shares out of capital
199	Location of register of debenture holders

232	Notice of accounting reference date (ARD) (to be delivered within 6 months of incorporation)
233	Change of accounting reference date
233(1)	Notice of new ARD date given during an accounting reference period
233(2)	Notice by a holding or subsidiary company of new ARD given after the end of an accounting reference period
250	Notice of interests outside of the UK, Channel Islands and Isle of Man
252	Notice of claim to extension of period allowed for laying and delivering accounts and reports - business or interests outside the UK, Channel Islands and Isle Man
274(1)	Notice of intention to carry on business as an investment company
274(3)	Notice that a company no longer wishes to be an investment company
295	Change of situation or address of registered office
296	Change of director or secretary or change of particulars
326	Location of directors' service contracts
333	Notice of place where register of directors' interests in shares etc is kept or of any change in that place
361	Location of Register of Members
370	Notice of place where an overseas branch register is kept, of any change in that place, or of discontinuance of any register
371	Annual Return
394	Notice of passing of resolution removing an auditor
402	Particulars of a mortgage or charge
404	Particulars for the registration of a charge to secure a series of debentures
404A	Particulars of an issue of secured debentures in a series
405	Certificate of registration Great Britain of a charge comprising property situate there
407	Particulars of a mortgage or charge subject to which property has been acquired
411A	Declaration of satisfaction in full or in part of mortgage or charge
411B	Declaration that part of the property or undertaking charged has been released from the charge or no longer forms part of the company's property or undertaking
413(1)	Notice of appointment of receiver or manager
413(2)	Notice of ceasing to act as receiver or manager
421	Notice to dissenting shareholders
422	Notice to non-assenting shareholders
422(3)	Notice to transferee company by a non-assenting shareholder

461(2)	Notice to company of appointment of receiver or manager
461(2)A	Statement of affairs: in the matter of a debenture
461(2)B	Statement of affairs: in the high court
463	Receiver or manager's abstract of receipts and payments
558	Notice of appointment of liquidator voluntary winding up
558A	Notice of appointment of liquidator voluntary winding up (members)
558B	Notice of appointment of liquidator voluntary winding up (creditors)
558C	Notice of appointment of liquidator: voluntary winding up subject to the supervision of the Court
603a	Application for striking off
603c	Withdrawal of application for striking off
629A	Application by joint stock company for registration under Part XXII of the Companies (NI) Order 1986, and Declaration and related statements
629B	Application by a company which is not a joint stock company for registration Under Part XXII of the Companies (NI) Order 1986, and Declaration and related statements
633	Registration under Part XXII of the Companies (NI) Order 1986 List of members - existing joint stock company
634	Declaration on application by a joint stock company for registration as a public company
635	Registration under Part XXII of the Companies (NI) Order 1986 Statutory Declaration verifying list of member
R7	Application by an old public company for re-registration as a public company
R7a	Notice of application made to the Court for the cancellation of a special resolution by an old public company not to be re-registered as a public company
R8	Declaration by Director or Secretary on application by an old public company for re- registration as a public company
R9	Declaration by old public company that it does not meet the requirements for a public company
BR1	Return delivered for registration of a branch of an overseas company
BR4	Return by a part XXIII company subject to branch registration of change of directors or secretary or of their particulars
641	Return and declaration delivered for registration by a Part XXIII company
642(1)(a)	Return of alteration in the charter, statutes etc of an overseas company (Part XXIII company)
642(1)(b)	Return of alteration in the directors or secretary of an overseas company or in their particulars
642(1)(c)	Return of alteration in the name or addresses of persons resident in NI authorised to

	accept service on behalf of an overseas company
642(2)	Return of change in the corporate name of an overseas company
644A	Name, other than corporate name, under which an overseas company proposes to carry on business in NI
644B	Name, other than corporate name, under which an overseas company proposes to carry on business in NI in substitution for a name previously registered
650(2)	Notice of accounting reference date by a Part XXIII (overseas) company
650 (6)	A Notice by a Part XXIII company of new ARD given during the course of an accounting reference period
650(6)B	Notice by a part XXIII company of new ARD given after the end of an accounting reference period
LLP2	Application for Incorporation of a Limited Liability Partnership
LLP3	Notice of Change of Name of a Limited Liability Partnership
LLP8	Notice of Designated Member(s) of a Limited Liability Partnership
LLP233	Change of accounting reference date of a Limited Liability Partnership
LLP252	Notice of claim to extension of period allowed for laying and delivering accounts - Business interest if a LLP outside the UK, etc
LLP295	Change in situation or address of Registered Office of a Limited Liability Partnership
LLP296a	Appointment of a member to an LLP
LLP296b	Terminating the Membership of a Member of a Limited Liability Partnership
LLP296c	Change of Particulars of a Member of a Limited Liability Partnership
LLP402	Particulars of a mortgage or charge in respect of a Limited Liability Partnership
LLP603a	Application for striking off a Limited Liability Partnership
LLP603c	Withdrawal of application for striking off a Limited Liability Partnership
CIC 36	application to form a community interest company (including form 21 and form 23)
CIC 37	application to convert a company to a community interest company
CIC34	Community Interest Company Report (Simplified and more detailed)
CIC14	Altering the object statement of the memorandum of a CIC