



Companies House
— for the record —

As modified by the Companies Act 2006

Annual Returns

GBA2

May 2009

Version 15

BERR

Department for Business
Enterprise & Regulatory Reform

This guidance is available in alternative formats which include Braille, large print and audio tape. For further details [please see our website](#), email our [enquiries section](#) or telephone our contact centre on 0303 1234 500

When reading these guidance notes, you need to be aware of the following:

Some (but not all) of the provisions in the Companies Act 2006 have come into force. Therefore, some provisions in the Companies Act 1985 remain relevant. We have tried as far as possible to make it clear throughout these notes which Act applies. If you would like to find out more you may wish to visit [our website](#) where you can find out which provisions in the respective Acts are in force. Our website also contains a link to the [BERR](#) (The Department for Business, Enterprise and Regulatory Reform) website where you can find further information. Some provisions in the new Act are subject to transitional arrangements. We will as far as possible explain these in this guidance and give details on our website.

There is one final stage in the implementation of the Companies Act 2006 scheduled for October 2009. We will update any guidance notes affected by those implementations at the time. You may wish also to keep an eye on our website where we will publish more information as the implementation process continues so you can access the most up to date information.

Until October 2009, these guidance notes apply only to companies formed in Great Britain (England, Wales and Scotland). The separate system in Northern Ireland is scheduled to merge into a single system for the whole of the United Kingdom.

Contents

Introduction

1. Completing an annual return
2. Quality of paper documents
3. Further information

This is a guide only and should be read with the relevant legislation.

- Companies Act 1985 and the Companies Act 1989:
- The Companies Act 2006
- The Companies Act 1985 (Annual Return) and Companies (Principal Business Activities) (Amendment) Regulations 2008

Introduction

This publication tells you about the annual return that a company must deliver every year to Companies House.

An annual return is a snapshot of general information about a company's directors and, registered office address, shareholders and share capital.

The company and its director(s) and secretary can be prosecuted if you file the annual return late, or not at all.

Glossary of terms

In this guidance, the terms listed have the following meanings:

“**non – traded company**” means a company none of whose shares are shares admitted to trading on a regulated market;

“**traded company**” means a company any of whose shares are shares admitted to trading on a regulated market;

“**regulated market**” means a market which appears on the list drawn up by an EEA State pursuant to Article 47 of Directive 2004/39EC of the European Parliamentary and the Council of 21 April 2004 on markets in the financial instruments (Note: AIM is not a regulated market); and

“**return period**”, in relation to an annual return, means the period beginning immediately after the date to which the last return was made up (or, in the case of the first return, with

the incorporation of the company) and ending with the date to which the return is made up.

Chapter 1

Completing an annual return

Please note. The easiest and cheapest way to complete and file your annual return is to use our Software Filing or Webfiling services. You can now file certain documents in Welsh using our Webfiling service. For more information please [visit our website](#).

1. Which companies must send an annual return to Companies House?

Every company must deliver an annual return to Companies House at least once every 12 months. The company's director(s), and where applicable the secretary, are responsible for ensuring that the annual return:

- is delivered to Companies House within 28 days after the anniversary of incorporation or the anniversary of the made-up date of the last annual return; and
- gives a true picture of the management structure and capital (if applicable) of the company at the made-up date.

Remember: It is a criminal offence not to deliver the company's annual return within 28 days of the made-up date, for which company secretaries and directors may be prosecuted.

2. What is an annual return (Form 363)?

An annual return is a snapshot of certain company information at the made-up date ([see question 3](#)). It is separate from a company's annual accounts. An annual return must contain the following information:

- the name of the company;
- its registered number;
- the type of company it is, for example, private or public;
- the registered office address of the company;
- the address where the company keeps certain company registers if not at the registered office;
- the principal business activities of the company ([see Principal Business Activities](#));
- the name and address of the company secretary, where applicable;
- the name, usual residential address, date of birth, nationality and business occupation of all the company's directors;
- the date to which the annual return is made-up (the made-up date).

If the company has share capital, the annual return must also contain:

- Information about the issued share capital; and
- Details of the shareholders.

In some cases, there may be information on related undertakings annexed to the annual return.

3. What is the made-up date?

This is the date at which all the information in an annual return must be correct. The made-up date is usually the anniversary of:

- the incorporation of the company; or
- the made-up date of the previous annual return registered at Companies House.

4. Where do I get an annual return?

Companies House will send a letter to your company's registered office to remind you when your annual return is due. It advises on how to file the form electronically by using our Software Filing or WebFiling services as this is the easiest option.

However, if you do not have the facility to file online you can order a paper copy of the annual return form via our Contact Centre on 0303 1234 500, download a [blank form 363a](#) or pick up a copy if you visit any of our offices in person.

For more information, [please visit our website](#).

Proof is the Registrar's PROOF (PROtected On-line Filing) Scheme. It provides additional security relating to the delivery of directors details and registered office address for documents delivered electronically:

Company directors hold an important position in a company. They have power to make purchases and enter into credit arrangements on behalf of the company. Similarly, the registered office address is important because it is the address to which all official communications will be sent.

Records held at Companies House are sometimes used to check the legitimacy of a company and its directors before credit or loans are made. Therefore it is important that the records are correct. **Companies are vulnerable to fraud if the wrong people get themselves on record as company directors or a bogus registered office address is filed.**

In order to combat fraudsters posing as legitimate directors, Companies House offers companies a free, fully electronic and secure system for notifying changes of directors and changes to the registered office address. If you opt to only notify these electronically,

they will be protected by electronic codes and we will not accept notices from your company delivered in any other format.

You will need to complete an 'Opt-in' form (PR1) and agree to the terms and conditions so that any change of directors or change of registered office address are **only** accepted by Companies House if they are delivered by the secure electronic method and never on a paper form. The 'Opt-in'; form and terms and conditions are available from our web site or by calling 0303 123 4500. The completed form must be posted back to Companies House. This service is voluntary; you may opt-out at any time and Companies House will revert to accepting notices from your company delivered electronically or on paper forms.

From mid 2009 it is planned this paper based process will be replaced by an electronic system, so that once you have agreed to the terms and conditions of the scheme you can sign up or opt out electronically of Proof within the appropriate web pages of the WebFiling service.

5. Will Companies House pre-print the annual return with the details already filed?

No. Companies House will stop producing a 'shuttle' or pre- printed form 363s for annual returns with a made up date on or after the 1 October 2008. This will no longer be a prescribed form for annual returns after that date.

Instead, the form 363a has been re-prescribed. The new form includes changes to the information that you must give about your shareholders, see question 6.

Annual returns with a made up date before 1 October 2008 must continue to use the current form 363a or 363s.

6. What are the changes to the form 363a?

The new form 363a is only available for companies with an annual return made up to a date on or after 1 October 2008. The form has been changed to include two different shareholder lists;

- **Schedule A** will include the names of the company's shareholders for all private companies and **non-traded public companies**. Addresses must **not** be included on Schedule A; and
- **Schedule B** will include the names and addresses of only those shareholders that held at least 5% of the issued shares of any class of a **traded public company**. No other shareholders details must be included on Schedule B.

The form must also contain confirmation if it was a traded public company at any time during the period of that return.

7. Completing the annual return Form 363a

The form 363a does not include any pre-printed company information.

All the details you give on Form 363a should confirm the company information already held on the Companies House public record at the made-up date - except shareholder information. [Question 2](#) of this guide explains the details you should give. You may only change the details by sending one or more of the following statutory form(s) with the document:

- change of registered office address. Use Form 287;
- appointment of company director or secretary. Use [Form 288a](#);
- change of details, for example, the address of a company officer. Use [Form 288c](#);
- resignation of company officers. Use [Form 288b](#);
- notification or change of address where register of members is kept. Use Form 353;
- notification or change of address of location of register of debenture holders. Use Form 190;
- allotment of new shares. Use [Form 88\(2\)](#);
- change to the company's total share capital. ([See question 9.](#))

[These forms](#) are available via our Software Filing or WebFiling services.

Note: Share capital requirements are explained in questions 8-13.

We will not register an annual return Form 363a if it shows information that differs from the public record (except for changes to the company's principal business activities or shareholder details) unless you have notified us of the change on the appropriate statutory form.

8. What information does Companies House require about share capital?

For every company with share capital please state for each class of issued share:

- the name of the class of each type of share, for example, ordinary or preference shares;
- the total number of shares issued to shareholders at the made-up date of the return; and
- the total nominal value of issued shares of that class at the date of the return.

Note: The total nominal value of the shares is the total nominal or face value of the shares excluding any premium.

If a company has converted shares into stock, give the corresponding information in relation to that stock, stating the amount of stock instead of the number and nominal value of the shares.

9. How do I tell Companies House if the share capital details have changed?

If a company has changed its share capital by:

- altering its structure e.g. consolidation or sub-division; and/or
- increasing its total nominal value,

then you must complete and send the appropriate form from the list below to Companies House with the annual return:

- **Form 88(2)** - Allotment of new shares;
- **Form 122**: Notification of consolidation, division, sub-division, redemption or cancellation of shares, or conversion or re-conversion of stock into shares;
- **Form 123**: Notification of increase in nominal capital; * (this form is available via our Software Filing or WebFiling services)
- **Form 128(1)**: Notification of rights to allotted shares that are not stated in the company's memorandum or articles; *
- **Form 128(3)**: Notification of variation of rights to allotted shares that are not stated in the company's memorandum or articles; *
- **Form 128(4)**: Notification of assigning a new name to any class of share other than by amendment of the company's memorandum or articles; *
- **Form 169**: Return by company purchasing its own shares.

* A copy of the appropriate company resolution authorising the change is also required.

If you need further information about the circumstances in which you should send these forms (and others) to Companies House, telephone 0303 1234 500

10. When do I have to list all company shareholders?

A private company and non-traded public company with share capital must provide a 'full list' of all its shareholders on:

- its first annual return following incorporation; and
- every third annual return after it has provided a full list.

The intervening two annual returns need only report changes to shareholder information that have taken place during that year (the return period) - that is, shares transferred and particulars relating to shareholders who have become shareholders or ceased to be shareholders.

A traded public company must never give a full list of all of its company shareholders, only those that held at least 5% of the issued shares at any time during the period of the return.

11. What does a 'full list' of shareholders for a private and non traded public company contain?

A 'full list' annual return for a private and non-traded public company must contain the following information about a company's shareholders:

- the name of every shareholder of the company at the made-up date;
- the name of every shareholder who has ceased to be a shareholder since the made-up date of the previous annual return (or in the case of a first return, since the incorporation of the company);
- the number of shares of each class held by each shareholder of the company at the made-up date of the annual return; and
- the date of registration and the number of shares of each class transferred by each shareholder or past shareholder since the made-up date of the previous annual return (or in the case of a first return, since the incorporation of the company).

Companies House will not accept an annual return made up to a date after 30 September 2008 that includes the addresses of all the company's shareholders. We will return the form to the company if the wrong schedule is completed or it contains the incorrect details.

12. What does a list of shareholders for a traded public company contain?

A traded public company must provide a list of all the company's shareholders who held 5% or more of the issued shares during the period of covered by the return. The list must contain the following information about each of these shareholders:

- the name and address;
- the number of shares of each class held at the made-up date of the annual return;
- the date of registration and the number of shares of each class transferred by the shareholder during the period covered by the return; and
- the date of registration and the number of shares of each class transferred to the shareholder during the period covered by the return.

13. Are there other ways of providing individual shareholder details?

Companies may provide shareholder information to Companies House in a format other than on the form provided, for example, on floppy disk or CD-ROM. Private companies and non-traded public companies with a large number of shareholders may find it more convenient to provide a full list of shareholders with each annual return – but the list must **not** include the shareholders' addresses.

If you wish to supply the list of a company's shareholders in a format other than on the schedules provided, please see [chapter 2, question 4](#) for further information

14. When must the annual return be delivered to Companies House?

Companies must deliver annual returns to Companies House within 28 days of the made-up date given on the form. There is an annual document-processing fee of £30 or £15 for users of our Software Filing or WebFiling services which is payable when you file the annual return. Companies that file a paper annual return should make the cheque payable to 'Companies House' and write the company number on the reverse.

Chapter 2 Quality of paper documents

1. What happens to paper documents sent to Companies House?

We scan the documents and forms you deliver to Companies House to produce an electronic image. We then store the original documents, and the electronic image is used as the working document.

When the shareholders of the public view the company record, they see the electronic image reproduced on-line. So it is important not only that the original is legible, but that it can also produce a clear copy.

This chapter lays down a few quality guidelines to follow when preparing a document for filing at Companies House.

2. What happens if my documents do not meet the guidelines?

Section 707B of the Companies Act 1985 allows Companies House to reject documents delivered electronically that it cannot capture electronically, giving a notice saying why they are unacceptable. You must deliver an acceptable copy within 14 days of the notice (otherwise we treat the original as not having been delivered).

3. How should I set documents out?

Every paper document delivered to Companies House must state in a prominent position the registered number of the company, and must comply with any requirements specified by the Registrar relating to the legibility of that document.

Briefly, documents should be on A4 size, plain white paper between 80g/m² and 100 g/m² in weight with a matt finish. Text should be black, clear, legible, and of uniform density. Letters and numbers must not be less than 1.8mm high, with a line width of not less than 0.25mm.

When you fill in a form:

- use black ink or black type;
- use bold lettering (some elegant thin typefaces and pens give poor quality copies);
- don't send a carbon copy;
- don't use a dot matrix printer; and
- remember - photocopies can result in a grey shade that will not scan well.

When you complete other documents, please remember:

- the points already made relating to completing forms;
- to use A4 size paper with a good margin;
- to supply them in portrait format (that is with the shorter edge across the top);
- to include the company number in the top right-hand corner of the first page.

Important: coloured ink can drop out (disappear) when a document is scanned to produce an image. To prevent this - always use black ink to complete and sign all documents.

4. What are the most common problems to avoid?***Glossy accounts***

If you are producing colour-printed glossy accounts, please save them for your shareholders and others who will appreciate them. We still need black on white with a matt finish. A typed unbound version or printer's proof is ideal, provided it has the necessary signatures.

Shareholders' lists

Our requirements on document quality apply equally to the lists of shareholders that accompany annual returns and allotment forms.

If these are computer prints, it is essential that the print quality is good. We have particular problems with lists printed on green-lined computer paper. We can handle shareholders' lists on paper up to 14.5" x 12".

We will accept documents delivered on certain types of computer-generated microfiche (comfiche) on a black master - as an alternative to paper - provided we can duplicate them on our diazo machines.

We accept large shareholders' lists on CD-ROM, DVD-ROM and floppy disk.

Chapter 3 Further information

1. How do I send information to Companies House?

Annual returns and other commonly filed documents may be delivered electronically. As from June 2008, companies will be able to file certain documents in Welsh, using our WebFiling service. For more information on using our Webfiling and Electronic Filing services, [please visit our website](#).

You may also deliver documents by hand (personally or by courier), including outside office hours, bank holidays and weekends to Cardiff, London and Edinburgh.

Alternatively, you may send documents by post, by the Document Exchange Service (DX) or by Legal Post (LP) in Scotland. If you send documents, please address them to:

| For companies incorporated in England & Wales: | For companies incorporated in Scotland: |
|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Companies House Crown Way Cardiff CF14 3UZ DX33050 Cardiff 1 | Companies House 4th Floor Edinburgh Quay 2 139 Fountainbridge Edinburgh EH3 9FF DX ED235 Edinburgh 1 or LP-4 Edinburgh 2 |

If you use our online filing services, you will automatically receive an acknowledgement of receipt via email.

If you are sending documents by post, courier or Document Exchange Service (DX) and would like a receipt, Companies House will provide an acknowledgement if you enclose a copy of your covering letter with a pre-paid addressed return envelope.

We will barcode your copy letter with the date of receipt and return it to you in the envelope provided.

Please note: an acknowledgement of receipt does not mean that Companies House has accepted a document for registration.

Please note: Companies House does not accept accounts or any other statutory documents by fax.

2. Can I file documents in other languages?

Usually, you must file documents sent to Companies House in English. There are exceptions as detailed below. You can draw up and deliver documents relating to Welsh companies in Welsh.

Companies can deliver the following documents in other languages if the document is accompanied by a certified translation into English:

- Resolutions and agreements affecting a company's constitution;
- Contracts relating to the allotment of shares for a consideration other than cash;
- For companies included in accounts of larger EEA or non-EEA groups, the group accounts and parent undertaking annual report; and
- Charge instruments (or copy charge instruments).

In addition, companies may also file voluntary certified translations of any document subject to the First Company Law Directive disclosure requirements. These are:

- Constitutional documents such as the memorandum and articles of association;
- Directors appointments, changes in particulars or terminations;
- Accounts, reports and annual returns;
- Notification of any change in a company's registered office;
- Winding up documents;
- Share capital documents (public companies only);
- Documents relating to mergers and divisions (public companies only); and
- Documents relating to overseas companies.

The voluntary translation must relate to a document delivered to Companies House on or after 1 January 2007. You can only file voluntary translations in an official language of the European Union and must be accompanied by Form 1106.

3. Where do I get forms and guidance?

This is one of a series of Companies House guidance which provides a simple guide to the Companies Act.

Statutory forms and guidance are available, free of charge from Companies House. The quickest way to get them is through our website. Alternatively, you can telephone Companies House on 0303 1234 500. <http://www.companieshouse.gov.uk>

Forms can also be obtained from company law stationers, accountants, solicitors and company formation agents - addresses in business phone books.

Principal Business Activities

This classification is based on the UK Standard Industrial Classification (SIC 03) Codes including sub-class revisions effective from 1 January 2003

| Trade Code | Group A - Agriculture, Hunting and Forestry |
|-------------------|----------------------------------------------------|
| 0111 | Grow cereals & other crops |
| 0112 | Grow vegetables & nursery products |
| 0113 | Grow fruit, nuts, beverage & spice crops |
| 0121 | Farming of cattle, dairy farming |
| 0122 | Farm sheep, goats, horses, etc. |
| 0123 | Farming of swine |
| 0124 | Farming of poultry |
| 0125 | Other farming of animals |
| 0130 | Crops combined with animals, mixed farms |
| 0141 | Agricultural service activities |
| 0142 | Animal husbandry services, not vets |
| 0150 | Hunting and game rearing inc. services |
| 0201 | Forestry & logging |
| 0202 | Forestry & logging related services |
| Trade Code | Group B - Fishing |
| 0501 | Fishing |
| 0502 | Operation of fish hatcheries & farms |
| Trade Code | Group C - Mining & Quarrying |
| | CA Mining & Quarrying Energy Materials |
| 1010 | Mining and agglomeration of hard coal |
| 1020 | Mining and agglomeration of lignite |
| 1030 | Extraction and agglomeration of peat |
| 1110 | Extraction of petroleum & natural gas |
| 1120 | Services to oil and gas extraction |
| 1200 | Mining of uranium & thorium ores |
| | CB Mine & Quarry, Not Energy Materials |
| 1310 | Mining of iron ores |
| 1320 | Mining of non-ferrous metal ores |
| 1411 | Quarrying of stone for construction |
| 1412 | Quarry of limestone, gypsum & chalk |
| 1413 | Quarrying of slate |

| | |
|-------------------|--------------------------------------------------------|
| 1421 | Operation of gravel and sand pits |
| 1422 | Mining of clays and kaolin |
| 1430 | Mine chemical & fertilizer minerals |
| 1440 | Production of salt |
| 1450 | Other mining and quarrying |
| Trade Code | Group D - Manufacturing |
| | DA Manufacture of Food; Beverages & Tobacco |
| 1511 | Production and preserving of meat |
| 1512 | Production & preserve poultry meat |
| 1513 | Production meat & poultry products |
| 1520 | Process & preserve fish & products |
| 1531 | Processing & preserve potatoes |
| 1532 | Manufacture of fruit & vegetable juice |
| 1533 | Process etc. fruit, vegetables |
| 1541 | Manufacture of crude oils and fats |
| 1542 | Manufacture of refined oils & fats |
| 1543 | Manufacture margarine & similar edible fats |
| 1551 | Operation dairies & cheese making |
| 1552 | Manufacture of ice cream |
| 1561 | Manufacture of grain mill products |
| 1562 | Manufacture of starches & starch products |
| 1571 | Manufacture of prepared farm animal feeds |
| 1572 | Manufacture of prepared pet foods |
| 1581 | Manufacture of bread, fresh pastry & cakes |
| 1582 | Manufacture biscuits, preserved pastry etc. |
| 1583 | Manufacture of sugar |
| 1584 | Manufacture cocoa, chocolate, confectionery |
| 1585 | Manufacture macaroni & similar farinaceous |
| 1586 | Processing of tea and coffee |
| 1587 | Manufacture of condiments & seasonings |
| 1588 | Manufacture of homogenised & dietetic food |
| 1589 | Manufacture of other food products |
| 1591 | Manufacture distilled potable alcoholic drinks |
| 1592 | Ethyl alcohol fermented materials |
| 1593 | Manufacture of wines |
| 1594 | Manufacture of cider & other fruit wines |

| | |
|------|----------------------------------------------------------|
| 1595 | Manufacture other non-distilled fermented drinks |
| 1596 | Manufacture of beer |
| 1597 | Manufacture of malt |
| 1598 | Produce mineral water, soft drinks |
| 1600 | Manufacture of tobacco products |
| | DB Manufacture of Textiles & Textile Products |
| 1711 | Prepare & spin cotton-type fibres |
| 1712 | Prepare & spin woollen-type fibres |
| 1713 | Prepare & spin worsted-type fibres |
| 1714 | Preparation & spin flax-type fibres |
| 1715 | Throw & prepare silk, synthetic etc. |
| 1716 | Manufacture of sewing threads |
| 1717 | Preparation & spin of other textiles |
| 1721 | Cotton-type weaving |
| 1722 | Woollen-type weaving |
| 1723 | Worsted-type weaving |
| 1724 | Silk-type weaving |
| 1725 | Other textile weaving |
| 1730 | Finishing of textiles |
| 1740 | Manufacture made-up textiles, not apparel |
| 1751 | Manufacture of carpet & rugs |
| 1752 | Manufacture cordage, rope, twine & netting |
| 1753 | Manufacture non-wovens & goods, not apparel |
| 1754 | Manufacture of other textiles |
| 1760 | Manufacture of knitted & crocheted fabrics |
| 1771 | Manufacture of knitted & crocheted hosiery |
| 1772 | Manufacture knit & crocheted pullovers, etc. |
| 1810 | Manufacture of leather clothes |
| 1821 | Manufacture of work-wear |
| 1822 | Manufacture of other outerwear |
| 1823 | Manufacture of underwear |
| 1824 | Manufacture other wearing apparel etc. |
| 1830 | Dress & dye fur; manufacture fur articles |
| | DC Manufacture of Leather & Leather Products |
| 1910 | Tanning and dressing of leather |
| 1920 | Manufacture of luggage & the like, saddlery |

| | |
|------|------------------------------------------------------------------------|
| 1930 | Manufacture of footwear |
| | DD Manufacture of Wood & Wood Products |
| 2010 | Sawmill, plane, impregnation wood |
| 2020 | Manufacture of veneer sheets, plywood, etc. |
| 2030 | Manufacture builders' carpentry & joinery |
| 2040 | Manufacture of wooden containers |
| 2051 | Manufacture of other products of wood |
| 2052 | Manufacture of articles of cork, straw etc. |
| | DE Manufacture Paper; Publishing; Printing |
| 2111 | Manufacture of pulp |
| 2112 | Manufacture of paper & paperboard |
| 2121 | Manufacture of cartons, boxes & cases of corrugated paper & paperboard |
| 2122 | Manufacture of household & toilet goods |
| 2123 | Manufacture of paper stationery |
| 2124 | Manufacture of wallpaper |
| 2125 | Manufacture of paper & paperboard goods |
| 2211 | Publishing of books |
| 2212 | Publishing of newspapers |
| 2213 | Publish journals & periodicals |
| 2214 | Publishing of sound recordings |
| 2215 | Other publishing |
| 2221 | Printing of newspapers |
| 2222 | Printing not elsewhere classified |
| 2223 | Bookbinding and finishing |
| 2224 | Pre-press activities |
| 2225 | Ancillary operations related to printing |
| 2231 | Reproduction of sound recording |
| 2232 | Reproduction of video recording |
| 2233 | Reproduction of computer media |
| | DF Manufacture Coke, Petroleum Products & Nuclear |
| 2310 | Manufacture of coke oven products |
| 2320 | Manufacture of refined petroleum products |
| 2330 | Processing of nuclear fuel |
| | DG Manufacture Chemicals, Prods & Man-Made |
| 2411 | Manufacture of industrial gases |
| 2412 | Manufacture of dyes and pigments |

| | |
|------|--------------------------------------------------------|
| 2413 | Manufacture other inorganic basic chemicals |
| 2414 | Manufacture other organic basic chemicals |
| 2415 | Manufacture fertilizers, nitrogen compounds |
| 2416 | Manufacture of plastics in primary forms |
| 2417 | Manufacture synthetic rubber primary forms |
| 2420 | Manufacture of pesticides & agro-chemicals |
| 2430 | Manufacture of paints, print ink & mastics etc. |
| 2441 | Manufacture of basic pharmaceutical prods |
| 2442 | Manufacture of pharmaceutical preparations |
| 2451 | Manufacture soap & detergents, polishes etc. |
| 2452 | Manufacture perfumes & toilet preparations |
| 2461 | Manufacture of explosives |
| 2462 | Manufacture of glues and gelatines |
| 2463 | Manufacture of essential oils |
| 2464 | Manufacture photograph chemical material |
| 2465 | Manufacture of prepared unrecorded media |
| 2466 | Manufacture of other chemical products |
| 2470 | Manufacture of man-made fibres |
| | DH Manufacture of Rubber & Plastic Products |
| 2511 | Manufacture of rubber tyres & tubes |
| 2512 | Retread & rebuild rubber tyres |
| 2513 | Manufacture of other rubber products |
| 2521 | Manufacture of plastic plates, sheets, etc. |
| 2522 | Manufacture of plastic packing goods |
| 2523 | Manufacture of builders' ware of plastic |
| 2524 | Manufacture of other plastic products |
| | DI Manufacture Other Non-Metal Mineral Products |
| 2611 | Manufacture of flat glass |
| 2612 | Shaping & process of flat glass |
| 2613 | Manufacture of hollow glass |
| 2614 | Manufacture of glass fibres |
| 2615 | Manufacture other glass inc. technical |
| 2621 | Manufacture of ceramic household etc. goods |
| 2622 | Manufacture of ceramic sanitary fixtures |
| 2623 | Manufacture of ceramic insulators etc. |
| 2624 | Manufacture other technical ceramic goods |

| | |
|------|-----------------------------------------------------|
| 2625 | Manufacture of other ceramic products |
| 2626 | Manufacture of refractory ceramic products |
| 2630 | Manufacture of ceramic tiles & flags |
| 2640 | Manufacture of bricks, etc. in baked clay |
| 2651 | Manufacture of cement |
| 2652 | Manufacture of lime |
| 2653 | Manufacture of plaster |
| 2661 | Manufacture concrete goods for construction |
| 2662 | Manufacture plaster goods for construction |
| 2663 | Manufacture of ready-mixed concrete |
| 2664 | Manufacture of mortars |
| 2665 | Manufacture of fibre cement |
| 2666 | Manufacture other articles of concrete, etc. |
| 2670 | Cutting, shaping & finish stone |
| 2681 | Production of abrasive products |
| 2682 | Manufacture other non-metal mineral |
| | DJ Basic Metals & Fabricated Products |
| 2710 | Manufacture of basic iron & steel & of Ferro-alloys |
| 2721 | Manufacture of cast iron tubes |
| 2722 | Manufacture of steel tubes |
| 2731 | Cold drawing |
| 2732 | Cold rolling of narrow strips |
| 2733 | Cold forming or folding |
| 2734 | Wire drawing |
| 2741 | Precious metals production |
| 2742 | Aluminium production |
| 2743 | Lead, zinc and tin production |
| 2744 | Copper production |
| 2745 | Other non-ferrous metal production |
| 2751 | Casting of iron |
| 2752 | Casting of steel |
| 2753 | Casting of light metals |
| 2754 | Casting of other non-ferrous metals |
| | Manufacture Fabricated Metal, Not Machines |
| 2811 | Manufacture metal structures & parts |
| 2812 | Manufacture builders' carpentry of metal |

| | |
|------|-------------------------------------------------------------|
| 2821 | Manufacture tanks, etc. & metal containers |
| 2822 | Manufacture central heating rads & boilers |
| 2830 | Manufacture steam generators, not boilers |
| 2840 | Forge press stamp & roll form metal |
| 2851 | Treatment and coat metals |
| 2852 | General mechanical engineering |
| 2861 | Manufacture of cutlery |
| 2862 | Manufacture of tools |
| 2863 | Manufacture of locks and hinges |
| 2871 | Manufacture steel drums, similar containers |
| 2872 | Manufacture of light metal packaging |
| 2873 | Manufacture of wire products |
| 2874 | Manufacture fasteners, screw, chains etc. |
| 2875 | Manufacture other fabricated metal products |
| | DK Manufacture of Machinery & Equipment |
| 2911 | Manufacture engines, not aircraft, etc. |
| 2912 | Manufacture of pumps & compressors |
| 2913 | Manufacture of taps and valves |
| 2914 | Manufacture bearings, gears, gear etc. |
| 2921 | Manufacture of furnaces & furnace burners |
| 2922 | Manufacture of lift & handling equipment |
| 2923 | Manufacture non-domestic ventilation |
| 2924 | Manufacture of other general machinery |
| 2931 | Manufacture of agricultural tractors |
| 2932 | Manufacture other agric. & forestry machines |
| 2941 | Manufacture of portable hand held power tools |
| 2942 | Manufacture of metalworking tools |
| 2943 | Manufacture of other machine tools not elsewhere classified |
| 2951 | Manufacture of machinery for metallurgy |
| 2952 | Manufacture machines for mining, quarry etc. |
| 2953 | Manufacture for food, beverage & tobacco |
| 2954 | Manufacture for textile, apparel & leather |
| 2955 | Manufacture machinery for paper & board |
| 2956 | Manufacture other special purpose machine |
| 2960 | Manufacture of weapons & ammunition |
| 2971 | Manufacture of electric domestic appliances |

| | |
|------|----------------------------------------------------------|
| 2972 | Manufacture non-electric domestic appliances |
| | DL Manufacture Electrical & Optical Equipment |
| | Manufacture of Office Machinery & Computers |
| 3001 | Manufacture of office machinery |
| 3002 | Manufacture computers & process equipment |
| | Manufacture of Electrical Machinery etc. |
| 3110 | Manufacture electric motors, generators etc. |
| 3120 | Manufacture electricity distribution etc. |
| 3130 | Manufacture of insulated wire & cable |
| 3140 | Manufacture of accumulators, batteries etc. |
| 3150 | Manufacture lighting equipment & lamps |
| 3161 | Manufacture electric equipment, engines etc. |
| 3162 | Manufacture other electrical equipment |
| | Manufacture of Radio, TV & Equipment |
| 3210 | Manufacture of electronic components |
| 3220 | Manufacture TV transmitters, telephony etc. |
| 3230 | Manufacture TV & radio, sound or video etc. |
| | Manufacture Medical & Precision Instruments |
| 3310 | Manufacture medical, orthopaedic etc. equipment |
| 3320 | Manufacture instruments for measuring etc. |
| 3330 | Manufacture indust process control equipment |
| 3340 | Manufacture optical, photographic etc. equipment |
| 3350 | Manufacture of watches and clocks |
| | DM Manufacture of Transport Equipment |
| 3410 | Manufacture of motor vehicles |
| 3420 | Manufacture motor vehicle bodies etc. |
| 3430 | Manufacture motor vehicle & engine parts |
| | Manufacture of Other Transport Equipment |
| 3511 | Building and repairing of ships |
| 3512 | Build & repair pleasure & sport boats |
| 3520 | Manufacture of railway locomotives & stock |
| 3530 | Manufacture of aircraft & spacecraft |
| 3541 | Manufacture of motorcycles |
| 3542 | Manufacture of bicycles |
| 3543 | Manufacture of invalid carriages |
| 3550 | Manufacture other transport equipment |

| | |
|-------------------|-----------------------------------------------------|
| | DN Manufacturing nec |
| 3611 | Manufacture of chairs and seats |
| 3612 | Manufacture other office & shop furniture |
| 3613 | Manufacture of other kitchen furniture |
| 3614 | Manufacture of other furniture |
| 3615 | Manufacture of mattresses |
| 3621 | Striking of coins and medals |
| 3622 | Manufacture of jewellery & related |
| 3630 | Manufacture of musical instruments |
| 3640 | Manufacture of sports goods |
| 3650 | Manufacture of games and toys |
| 3661 | Manufacture of imitation jewellery |
| 3662 | Manufacture of brooms and brushes |
| 3663 | Other manufacturing |
| | Recycling |
| 3710 | Recycling of metal waste and scrap |
| 3720 | Recycling non-metal waste & scrap |
| Trade Code | Group E - Electricity, Gas and Water Supply |
| 4011 | Production of electricity |
| 4012 | Transmission of electricity |
| 4013 | Distribution & trade in electricity |
| 4021 | Manufacture of gas |
| 4022 | Distribution & trade of gaseous fuels through mains |
| 4030 | Steam and hot water supply |
| 4100 | Collection, purify etc. of water |
| Trade Code | Group F - Construction |
| 4511 | Demolition buildings; earth moving |
| 4512 | Test drilling and boring |
| 4521 | General construction & civil engineering |
| 4522 | Erection of roof covering & frames |
| 4523 | Construction roads, airfields etc. |
| 4524 | Construction of water projects |
| 4525 | Other special trades construction |
| 4531 | Installation electrical wiring etc. |
| 4532 | Insulation work activities |
| 4533 | Plumbing |

| | |
|-------------------|----------------------------------------------------|
| 4534 | Other building installation |
| 4541 | Plastering |
| 4542 | Joinery Installations |
| 4543 | Floor and wall covering |
| 4544 | Painting and glazing |
| 4545 | Other building completion |
| 4550 | Rent construction equipment with operator |
| Trade Code | Group G - Wholesale, Retail; Certain Repair |
| 5010 | Sale of motor vehicles |
| 5020 | Maintenance & repair of motors |
| 5030 | Sale of motor vehicle parts etc. |
| 5040 | Sale, repair etc. m'cycles & parts |
| 5050 | Retail sale of automotive fuel |
| | Wholesale, Commission, Not Motors |
| 5111 | Agents agricultural & textile raw materials |
| 5112 | Agents in sale of fuels, ores, etc. |
| 5113 | Agents in building materials |
| 5114 | Agents in industrial equipment, etc. |
| | Wholesale, Retail; Certain Repair (cont.) |
| 5115 | Agents in household goods, etc. |
| 5116 | Agents in textiles, footwear etc. |
| 5117 | Agents in food, drink & tobacco |
| 5118 | Agents in particular products |
| 5119 | Agents in sale of variety of goods |
| 5121 | Wholesale of grain, animal feeds |
| 5122 | Wholesale of flowers and plants |
| 5123 | Wholesale of live animals |
| 5124 | Wholesale hides, skins and leather |
| 5125 | Wholesale of un-manufactured tobacco |
| 5131 | Wholesale of fruit and vegetables |
| 5132 | Wholesale of meat and meat products |
| 5133 | Wholesale of dairy products |
| 5134 | Wholesale of alcohol and other drinks |
| 5135 | Wholesale of tobacco products |
| 5136 | Wholesale sugar, chocolate etc. |
| 5137 | Wholesale coffee, tea, cocoa etc. |

| | |
|------|--------------------------------------------------------------------------------------------------------------------------------------|
| 5138 | Wholesale other food inc fish, etc. |
| 5139 | Non-specialised wholesale food, etc. |
| 5141 | Wholesale of textiles |
| 5142 | Wholesale of clothing and footwear |
| 5143 | Wholesale electric household goods |
| 5144 | Wholesale of china, wallpaper etc. |
| 5145 | Wholesale of perfume and cosmetics |
| 5146 | Wholesale of pharmaceutical goods |
| 5147 | Wholesale of other household goods |
| 5151 | Wholesale fuels & related products |
| 5152 | Wholesale of metals and metal ores |
| 5153 | Wholesale wood, construction etc. |
| 5154 | Wholesale hardware, plumbing etc. |
| 5155 | Wholesale of chemical products |
| 5156 | Wholesale other intermediate goods |
| 5157 | Wholesale of waste and scrap |
| 5181 | Wholesale of machine tools |
| 5182 | Wholesale of mining, construction & civil engineering machinery |
| 5183 | Wholesale of machinery for the textile industry, & of sewing & knitting machines |
| 5184 | Wholesale of computers, computer peripheral equipment & software |
| 5185 | Wholesale of other office machinery & equipment |
| 5186 | Wholesale of other electronic parts & equipment |
| 5187 | Wholesale of other machinery for use in industry, trade & navigation |
| 5188 | Wholesale of agricultural machinery & accessories & implements, including tractors |
| 5190 | Other wholesale |
| | Retail Trade, Not Motors; Repairs |
| 5211 | Retail in non-specialised stores holding an alcohol licence, with food, beverages or tobacco predominating, not elsewhere classified |
| 5212 | Other retail non-specialised stores |
| 5221 | Retail of fruit and vegetables |
| 5222 | Retail of meat and meat products |
| 5223 | Retail of fish, crustaceans etc. |
| 5224 | Retail bread, cakes, confectionery |
| 5225 | Retail alcoholic & other beverages |
| 5226 | Retail sale of tobacco products |
| 5227 | Other retail food etc. specialised |

| | |
|-------------------|---------------------------------------------------------|
| 5231 | Dispensing chemists |
| 5232 | Retail medical & orthopaedic goods |
| 5233 | Retail cosmetic & toilet articles |
| 5241 | Retail sale of textiles |
| 5242 | Retail sale of clothing |
| 5243 | Retail of footwear & leather goods |
| 5244 | Retail furniture household etc. |
| 5245 | Retail electric h'hold, etc. goods |
| 5246 | Retail hardware, paints & glass |
| 5247 | Retail books, newspapers etc. |
| 5248 | Other retail specialised stores |
| 5250 | Retail other second-hand goods |
| 5261 | Retail sale via mail order houses |
| 5262 | Retail sale via stalls and markets |
| 5263 | Other non-store retail sale |
| 5271 | Repair boots, shoes, leather goods |
| 5272 | Repair electrical household goods |
| 5273 | Repair of clocks & jewellery |
| 5274 | Repair not elsewhere classified |
| Trade Code | Group H - Hotels and Restaurants |
| 5510 | Hotels & Motels with or without restaurant |
| 5521 | Youth hostels and mountain refuges |
| 5522 | Camp sites, including caravan sites |
| 5523 | Other provision of lodgings |
| 5530 | Restaurants |
| 5540 | Bars |
| 5551 | Canteens |
| 5552 | Catering |
| Trade Code | Group I - Transport, Storage & Communication |
| 6010 | Transport via railways |
| 6021 | Other sched passenger land transport |
| 6022 | Taxi operation |
| 6023 | Other passenger land transport |
| 6024 | Freight transport by road |
| 6030 | Transport via pipelines |
| | Water Transport |

| | |
|-------------------|------------------------------------------------------|
| 6110 | Sea and coastal water transport |
| 6120 | Inland water transport |
| | Air Transport |
| 6210 | Scheduled air transport |
| 6220 | Non-scheduled air transport |
| 6230 | Space transport |
| | Support Transport; Travel Agencies |
| 6311 | Cargo handling |
| 6312 | Storage & warehousing |
| 6321 | Other supporting land transport |
| 6322 | Other supporting water transport |
| 6323 | Other supporting air transport |
| 6330 | Travel agencies etc; tourist |
| 6340 | Other transport agencies |
| | Post and Telecommunications |
| 6411 | National post activities |
| 6412 | Courier other than national post |
| 6420 | Telecommunications |
| Trade Code | Group J - Financial Intermediation |
| 6511 | Central banking |
| 6512 | Other monetary intermediation |
| 6521 | Financial leasing |
| 6522 | Other credit granting |
| 6523 | Other financial intermediation |
| | Insurance, Pension not comp soc sec |
| 6601 | Life insurance/reinsurance |
| 6602 | Pension funding |
| 6603 | Non-life insurance/reinsurance |
| | Activities Aux to Financial Intern |
| 6711 | Administration of financial markets |
| 6712 | Security broking & fund management |
| 6713 | Auxiliary financial intermed |
| 6720 | Auxiliary insurance & pension fund |
| Trade Code | Group K - Real Estate, Renting & Business |
| 7011 | Development & sell real estate |
| 7012 | Buying & sell own real estate |

| | |
|------|-------------------------------------------|
| 7020 | Letting of own property |
| 7031 | Real estate agencies |
| 7032 | Manage real estate, fee or contract |
| | Renting Equipment Without Operator |
| 7110 | Renting of automobiles |
| 7121 | Rent other land transport equipment |
| 7122 | Rent water transport equipment |
| 7123 | Renting of air transport equipment |
| 7131 | Rent agricultural machinery & equipment |
| 7132 | Rent civil engineering machinery |
| 7133 | Rent office machinery inc. computers |
| 7134 | Rent other machinery & equipment |
| 7140 | Rent personal & household goods |
| | Computer and Related Activities |
| 7210 | Hardware consultancy |
| 7221 | Software publishing |
| 7222 | Other software consultancy and supply |
| 7230 | Data processing |
| 7240 | Data base activities |
| 7250 | Maintenance office & computing machinery |
| 7260 | Other computer related activities |
| | Research and Development |
| 7310 | R & D on nat sciences & engineering |
| 7320 | R & D on soc sciences & humanities |
| | Other Business Activities |
| 7411 | Legal activities |
| 7412 | Accounting, auditing; tax consult |
| 7413 | Market research, opinion polling |
| 7414 | Business & management consultancy |
| 7415 | Holding Companies including Head Offices |
| 7420 | Architectural, technical consult |
| 7430 | Technical testing and analysis |
| 7440 | Advertising |
| 7450 | Labour recruitment |
| 7460 | Investigation & security |
| 7470 | Other cleaning services |

| | |
|-------------------|---------------------------------------------------------------------------------|
| 7481 | Portrait photographic activities, other specialist photography, film processing |
| 7482 | Packaging activities |
| 7485 | Secretarial & translation activities |
| 7486 | Call centre activities |
| 7487 | Other business activities |
| 7499 | Non-trading company |
| Trade Code | Group L - Public Administration & Defence |
| 7511 | General (overall) public service |
| 7512 | Regulation health, education, etc. |
| 7513 | Regulation more efficient business |
| 7514 | Support services for government |
| 7521 | Foreign affairs |
| 7522 | Defence activities |
| 7523 | Justice and judicial activities |
| 7524 | Public security, law & order |
| 7525 | Fire service activities |
| 7530 | Compulsory social security |
| Trade Code | Group M - Education |
| 8010 | Primary education |
| 8021 | General secondary education |
| 8022 | Technical & vocational secondary |
| 8030 | Higher education |
| 8041 | Driving school activities |
| 8042 | Adult and other education |
| Trade Code | Group N - Health and Social Work |
| 8511 | Hospital activities |
| 8512 | Medical practice activities |
| 8513 | Dental practice activities |
| 8514 | Other human health activities |
| 8520 | Veterinary activities |
| 8531 | Social work with accommodation |
| 8532 | Social work without accommodation |
| Trade Code | Group O - Other Social & Personal Services |
| 9001 | Collection & treatment of sewage |
| 9002 | Collection & treatment of other waste |
| 9003 | Sanitation, remediation & similar activities |

| | |
|-------------------|----------------------------------------------------------------------------------|
| | Membership Organisations |
| 9111 | Business & employers organisations |
| 9112 | Professional organisations |
| 9120 | Trade unions |
| 9131 | Religious organisations |
| 9132 | Political organisations |
| 9133 | Other membership organisations |
| | Recreational, Cultural & Sporting |
| 9211 | Motion picture and video production |
| 9212 | Motion picture & video distribution |
| 9213 | Motion picture projection |
| 9220 | Radio and television activities |
| 9231 | Artistic & literary creation |
| 9232 | Operation of arts facilities |
| 9233 | Fair and amusement park activities |
| 9234 | Other entertainment activities |
| 9240 | News agency activities |
| 9251 | Library and archives activities |
| 9252 | Museum & preservation of history |
| 9253 | Botanical, zoos & nature reserves |
| 9261 | Operate sports arenas & stadiums |
| 9262 | Other sporting activities |
| 9271 | Gambling and betting activities |
| 9272 | Other recreational activities nec |
| | Other Service Activities |
| 9301 | Wash & dry clean textile & fur |
| 9302 | Hairdressing & other beauty treatment |
| 9303 | Funeral and related activities |
| 9304 | Physical well-being activities |
| 9305 | Other service activities |
| Trade Code | Group P - Private Households with Employees |
| 9500 | Private households with employees |
| | Miscellaneous |
| 9600 | Undifferentiated goods producing activities of private households for own use |
| 9700 | Undifferentiated services producing activities of private households for own use |
| 9800 | Residents property management |

| | |
|-------------------|--------------------------------------------------|
| 9999 | Dormant company |
| Trade Code | Group Q - Extra-Territorial Organisations |
| 9900 | Extra-territorial organisations |

how to contact us

Contact Centre: 0303 123 4500*
Mini-com: 029 2038 1245
enquiries@companieshouse.gov.uk
www.companieshouse.gov.uk

*For training and quality purposes
your call may be monitored

Cardiff:

Companies House
Crown Way, Cardiff CF14 3UZ
Fax: 029 2038 0900

Edinburgh:

Companies House
4th Floor
Edinburgh Quay 2
139 Fountainbridge
Edinburgh EH3 9FF

Fax: 0131 535 5820

London:

Companies House
21 Bloomsbury Street, London WC1B 3XD
Fax: 029 2038 0900