

Business Sorted

Companies House Checklist

A printable checklist for company directors preparing Companies House filings.

Checklist

1. Check registered office, directors and people with significant control.
2. Review the confirmation statement due date.
3. Prepare annual accounts from company records.
4. Do not confuse Companies House accounts with HMRC tax returns.
5. Keep confirmation receipts and filing references.

Official sources checked

Companies House: <https://www.gov.uk/government/organisations/companies-house>

Confirmation statement: <https://www.gov.uk/file-your-confirmation-statement-with-companies-house>

This printable checklist is general guidance, not legal or accounting advice.