



PHASING OUT OF COMPANIES HOUSE REMINDERS



Companies House announced a while ago that they are aiming to go paperless or as paperless as is possible for them. One of the ways is by phasing out the sending of reminder notices for filing of annual accounts and confirmation statement.

For Menzies clients on the Company Secretarial Package, we follow the companies and receive confirmation of any filings made either by us or a third party and are able to update the statutory registers accordingly. For these companies we have also registered for e-reminders and will receive the e-reminders for filing of accounts and confirmation statement, a safety net to our control sheets.

For clients who are not on the package, we would recommend that they consider joining as Companies House, by law, do not need to send a company a reminder and the onus is on the company to ensure they are filing on time. If they do not set up e-reminders, then as the reminder notices are phased out, they will not receive paper statutory notices. Only default notices, penalty fines for late accounts and commencement of strike off for non-filing of the confirmation statement, will be sent to the registered office of the company.

If you do not wish to join the Menzies company secretarial package, we advise a director(s) to opt in for the e-reminders as soon as they can, they can register up to 4 email addresses.

HOW TO REGISTER FOR E-REMINDERS

You must [register to use online filing service](#) before you can register for e-reminders.

Sign into the Companies House online filing service

1. Select 'Activate e reminders' from your company overview screen.
2. Select 'Add an email address'.
3. Enter your email address (a maximum of 4 for each company).
4. Follow the link in the email from Companies House to validate your email address.
5. Agree to the terms of operation.

Companies House will send an email when you've successfully joined the e-reminder service.

For more information about the company secretarial services we offer please contact one of the team on advice@menzies.co.uk