

# **FRIENDLY ACCOUNTANTS**

## **CORRESPONDENCE TO CLIENTS & HMRC FOR CHASING INFORMATION**

### **ACCOUNTS & CORPORATION TAX & COMPANIES HOUSE**

#### **ACCOUNTS**

YE1 LETTER (FIRST REQUEST FOR INFORMATION)

LETTER OF PENALTY FOR LATE FILING TO  
COMPANIES HOUSE AND HMRC

COMPANIES HOUSE AUTHORITY LETTER

YE2 LETTER (FURTHER MISSING AFTER FIRST INFO  
RECEIVED)

COVERING LETTER

CLIENT LETTER

BANK LETTER

HMRC LETTER

#### **HMRC – CORPORATION TAX**

LETTER TO CLIENT – CTAX LIABILITY AND MODE OF  
PAYMENT

LETTER TO CLIENT – OUTSTANDING CORPORATION  
TAX LIABILITY FOR ACCOUNTS DONE BY PREVIOUS  
ACCOUNTANT

LETTER TO CLIENT - CHANGE OF ACCOUNTING  
REFERENCE DATE

LETTER TO HMRC - CHANGE OF ACCOUNTING  
REFERENCE DATE

**COMPANIES HOUSE**

LETTER TO CLIENT – ANNUAL RETURN DUE

LETTER TO CLIENT – ANNUAL RETURN OVERDUE

LETTER TO CLIENT – PROPOSED COMPANY REMOVAL  
NOTICE FROM COMPANIES HOUSE

# **FRIENDLY ACCOUNTANTS**

## **CORRESPONDENCE TO CLIENTS & HMRC FOR CHASING INFORMATION**

### **ACCOUNTS**

YE1 LETTER (FIRST REQUEST FOR INFORMATION)

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CLIENT LETTER

BANK LETTER

HMRC LETTER



Mr John Smith  
Smith Limited  
124 High Street  
England City  
PO23 XRT

Our Ref: YE/Client No

Date:

Dear Mr Smith

**Accounts For the Year Ended** \_\_\_\_\_ **(Trading Period** \_\_\_\_\_ **to**  
\_\_\_\_\_ )

It is that time of year once again. Your trading for accounting year has now been completed and we are going to request the information we need to prepare the best set of accounts for you. Therefore please send us the following information as soon as possible

**Our objective is to prepare the best set of accounts and to minimise your Tax liabilities correctly. Bank Statements**

We need the statements for **all of your business bank accounts (including any bank loan accounts)** as follows:

Bank Name	A/C No.	Date		Sheet No		Sort Code No.
		From	To	From	To	

*Important*

*Please confirm whether all the above accounts are used for business or any of them are private?*



*Please give us details of all your Bank accounts/Building Society accounts, which you use for Business and provide statements for the accounting period.*

Bank Name	A/C No.	Date		Sheet No		Sort Code No.
		From	To	From	To	

### **Cheque Books**

We need the details of cheque books in respect of all your business accounts for the whole year.

Bank Name	A/C No.	Date		Cheque No
		From	To	

### **Post Office Salary Payslips (If applicable) for the period**

Please send us the copy of Post Office Salary Payslips for the above mentioned period to complete the final accounts

### **Standing Orders / Direct Debits**

**According to records we have to date, you are paying from your bank accounts....**

Bank Name / Account No.	Name	Debit (£)	Reason Explanation	Date

Please give us the reasons for all your standing orders & direct debits stated above.

Are there any other DD/SO you pay for the business purposes from other Bank accounts.

Bank Name / Account No.	Name	Debit (£)	Reason Explanation	Date

### **Credit Cards**

Do you use credit cards to pay for your business purchases.

If yes, how do you pay the credit card monthly accounts.



Credit Card Name	Description	Amount(£)

Please provide payment details for these or bank account statements.

**Cash books and petty cashbooks**

Please send us cash books that you may have written up from ----- to -----

**VAT Return for Q/E** ----- (Yet to be done)

Please send us your Purchase/Expense invoices for the above-mentioned period to complete the VAT return.

**OR**

**VAT Return & Working for the Q/E** -----

Please send us your Purchase/Expense invoices/ VAT Working/ Simplex Book along with VAT Return (Form 100 Copy) for the above-mentioned period to complete the Final Accounts.

**OR (If Client is NON VAT Registered)**

**Purchase/Expense invoices for the period** \_\_\_\_\_ **to** \_\_\_\_\_

Please send us your Simplex book/Purchase/Expense invoices for the above-mentioned period to complete the final accounts.

**Sales/Income details for the period** \_\_\_\_\_ **to** \_\_\_\_\_

Please send us your sales/Income details for the above-mentioned period to complete the final accounts

**CIS Tax Payment Voucher / Summary Sheet for the period-----to-----**

Please send us your following documents relating to CIS for above mentioned periods.

- Sales Invoices with CIS deductions & VAT
- CIS Vouchers
- Monthly CIS returns
- Annual CIS return or P35 copy



**Drawings**

Please advise us of any drawings for the period ----- to -----

MONTH	J	F	M	A	M	J	J	A	S	O	N	D

It is very important you declare all your drawings as it justifies your living standards. Generally living standards are considered to be all your personal & family expenses such as mortgage, electricity, gas, water, rates, income tax & NIC, all insurance policies, private motor expenses, TV Licence, satellite, school fees, holidays, all credit card payments, all items bought for household such as furniture, computers, electrical appliances, pocket money....plus a further £ 3000 for food and clothing for a Family of 4.

**Remember, you do not pay Tax on Drawings....you pay Tax on Profits**

**Wages/ PAYE records for the year**

Please advise us of wages you have paid out for full time staff; family members; and casual labour. Please send us records of wages paid to your employees. If you are operating a PAYE scheme we need to see the P11 cards for each employee or your monthly PAYE returns for the Inland Revenue and/ or your P35 return.

	J	F	M	A	M	J	J	A	S	O	N	D
Full Time Staff/Regular Staff												
Family Members												
Casual Labour												
Please state any other PAYE income of the Partners												

**Financial Statements**

Please send us a copy of the Financial statements for the year ended -----

**AND/OR**



### **Completion Statement**

Please provide us a copy of the completion statement, which you would have obtained when you purchased the business.

### **Loan Statements**

- A) Please send us statements/agreements for any loans or mortgages the business may have taken during the accounting period ----- to ----- .
- B) Also inform us any existing Loan agreements as at ----- which you may have now settled in full.
- C) Please inform us of all loan agreements as at ----- .

### **H/P Agreements**

- A) Please send us all Hire Purchase and Lease Agreements the business entered into during the period -----.
- B) Also inform us of any existing Hire Purchase and Lease Agreements as at ----- which you have now settled in full.
- C) Please inform us of all existing Hire Purchase and Lease Agreements as at -----

### **Stock and creditors**

- A) Please let us know the value of your stock (cost price) as at ----- .
- B) Please provide a list monies owed to suppliers (goods) and other parties (expenses) to whom you owed money as at ----- .
- C) Also a listed post dated cheques you have issued or cheques not yet cashed through your account.

### **Debtors**

Please provide a list of your clients who owed you money as at ----- . Also a list of any post dated cheques that you are holding to be banked.

### **Capital Expenditure**

According to records we have seen to date, you have done the following Capital expenditure.

<b>Account Head</b>	<b>Name of the Party</b>	<b>Description</b>	<b>Amount(£)</b>
Plant & Machinery			
Fixtures Fittings & Equipment			
Motor Vehicles			
Computer equipment			

Are there any other items bought during the year as Capital expenditure.





Are there any other items you have purchased but for which you have not made a Loan or Hire Purchase/Lease agreement.

<b>Account Head</b>	<b>Name of the Party</b>	<b>Description</b>	<b>Amount(£)</b>
Plant & Machinery			
Fixtures Fittings & Equipment			
Motor Vehicles			
Computer equipment			

Kindly send us copy invoices not covered in the above table for the period from -----

### **Capital Disposals**

Please list all items such as motor vehicles, fixtures and fittings, plant and machinery, office furniture; office equipment sold and at what price; i.e. give details of the proceeds

### **Capital Introduced and Withdrawn**

Please list sums and dates Capital introduced and the Source. Also give copy of agreement. Similarly please list sums and dates Capital withdrawn and by which Partner. Please give proof.

### **Private Loans**

Please list sums and dates loans made by which Private individual to the Business. Please give copy of agreement made between the Private individual and the Business.

Similarly please give details of repayments made by the Business back to the Private lender. Please give proof.

### **Capital Transactions**

Please give details of any businesses or property or shares bought or sold by the business along with completion statements and details of each transaction.

### **Insurance Claims**

Please state any sums received by any Insurance claim made by the Business along with proof.



**Annual Return**

Can we have cheque for £30 made payable to Friendly Accountants, your annual return completed & sign authority letter for us to act for you. Enclose authority letter.

**Others**

Please provide us with any other information which may be relevant in preparing your accounts.

**For queries please call 020 8619 1485 or 020 8518 0888**

.

**Yours sincerely**

**Friendly Accountants**

**Encl.: Company House Authority Letter.**

**Letter for Late Filing Penalties of Ltd Companies Accounts & Tax Returns**

**NOT TO BE PLACED ON THE PUBLIC RECORD**

**Smith Ltd  
124 High Street  
England City  
PO23 XRT  
Company Number: -000000**

Companies House  
Electronic Filing Administration  
Crown Way  
Cardiff  
CF14 3UZ

Dear Sir/Madam,

**Online Filing – Company Authentication Code**

Would you please record the number shown below as the “Company Authentication Code for **Smith Ltd**, the registered number **-000000** for the purpose of Electronic Filing

**Company Authentication Code Friend**

The presenter authorised to submit information on the company’s behalf is

**NAME** : **Friendly Accountants**  
**ADDRESS** : **Consultancy House**  
**220 Wards Road**  
**Ilford**  
**Essex**  
**United Kingdom**  
**IG2 7DY**  
**TEL** : **020 8619 1485 or**  
**020 8518 0888**

**Please send an e-mail acknowledgement when the code has been updated**  
**e-mail address [operations@friendly-accountants.com](mailto:operations@friendly-accountants.com).**

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signed by a serving office of  
**Smith Ltd - 000000**

Signature\_\_\_\_\_

Director/ Secretary (Delete as applicable)

**NAME** : \_ .....  
(PLEASE PRINT FULL NAME)

Registered in (England/Wales, Scotland or Northern Ireland as appropriate) registered number **-000000**

**NOT TO BE PLACED ON THE PUBLIC RECORD**



Mr John Smith  
Smith Limited  
124 High Street  
England City  
PO23 XRT

Our Ref: YE/Client No

Date:

Dear Mr Smith

**SUB: PENALTIES FOR LATE FILING LTD COMPANIES ACCOUNTS & TAX RETURNS**

**Accounts for the Year End:**

We want to bring your attention to the following penalties.

**COMPANIES HOUSE PENALTIES (Accounts due at Companies House by: )**

The Limited Companies Accounts needs to be filed within 9 months of your Year End date.

We had initially written to you within a month of your Year End date (or within 2 weeks of receiving your instructions) asking for various documents in order we can prepare the Accounts.

We cannot be held responsible for any penalties, which occur, on your failing to provide us with the various documents that we asked for.

Provided we get everything within 3 months of the Year End date, we will make sure that you get your accounts well in time & no penalty will become due.

The Statutory Penalties (and there is no Appeal), that has to be paid by you are as follows: £ 150 if Accounts submitted under 1 month.

£ 375 if Accounts submitted over 1 month late but under 3 months. £ 750 if Accounts submitted over 3 months late but under 6 months. £ 1,500 if Accounts are submitted over 6 months late.

**Upon our first request, kindly keep all your documents ready and email us to them.**

**INLAND REVENUE PENALTIES (Corporation Tax Return due at Inland Revenue by: )**

**However your corporation tax payment / liability needs to be paid by , failing to which they will charge interest on liability.**



The Corporation Tax Return needs to be filed within 9 months of Year End date.

Statutory Penalties are:

£ 100 if filed within 3 months late

£ 200 if filed over 3 months late

10% of unpaid Tax if return filed 9 months or more.

**Remember, both Penalties from Companies House & Inland Revenue are Statutory & there are no appeals. Both will be payable.**

***PLEASE, give us your documents as requested as soon as possible in order we can give you your accounts well within the deadlines.***

Yours Faithfully

**Friendly Accountants**



Mr John Smith  
Smith Ltd  
124 High Street  
England City  
PO23 XRT

**Our Ref: YE2/Client No**

Date:

Dear **Mr Smith**

**Ref: YE:** \_\_\_\_\_

We requested you certain information previously. You were kind enough to provide us with certain documents from the list stated.

**However there is still the following information missing from our original list. Please send this missing information to us ASAP. We will complete your accounts within 1 month of receipt of this information.**

Please find enclosed our YE2 letter(s), which states information still required by us.

Also enclosed are:

1. Letter from you to your Bank... Please sign and give it to your Bank.
2. Letter from you to HMCE... Please sign and post by recorded delivery to them.

We request you to also give us written answers to those highlighted under our YE2 letter (If Applicable)

We thank you for your assistance in this matter.

**If you need any assistance, please call on 020 8619 1485 or 020 8518 0888  
or email at [operations@friendly-accountants.com](mailto:operations@friendly-accountants.com)**

Yours faithfully

**Friendly Accountants**

**Encl: Letter to Client  
Letter to Bank  
Letter to HMCE**



Mr John Smith  
Smith Ltd  
124 High Street  
England City  
PO23 XRT

**Our Ref: YE2/Client No**

Date:

Dear Mr Smith

**Accounts For the Year Ended \_\_\_\_\_ (Trading Period \_\_\_\_\_ to \_\_\_\_\_)**

**Bank Statements**

We need the statements for **all of your business bank accounts (including any bank loan accounts)** as follows:

Bank Name	A/C No.	Date		Sheet No		Sort Code No.
		From	To	From	To	
Barclays Current A/c	XXXXX			417 & Onwards	20-45-77	
Barclays Loan A/	ABCDEF			All	90-78-68	

**Cheque Books**

We need the details of cheque books in respect of all your business accounts for the whole year.

Bank Name	A/C No.	Date		Cheque No
		From	To	
Barclays Current A/c	XXXXX			389 & Onwards

**Post Office Salary Payslips for the Month of \_\_\_\_\_**

Please send us the copy of Post Office Salary Payslips for the above mentioned period to complete the final accounts



**VAT Return for the Overlapping Q/E (Yet to be done)**

Please send us your Purchase/Expense invoices for the above-mentioned period to complete the VAT return.

**OR**

**VAT Return & VAT Workings for the Q/E .....**

Please send us your Purchase/Expense invoices / VAT Workings / Simplex Book alongwith VAT Return (Form 100 Copy) for the above-mentioned period to complete the Final Accounts.

**OR (If Client is NON VAT Registered)**

**Purchase/Expense invoices for the period \_\_\_\_\_ to \_\_\_\_\_**

Please send us your Simplex book/Purchase/Expense invoices for the above-mentioned period to complete the final accounts.

**Sales/Income details for the period \_\_\_\_\_ to \_\_\_\_\_**

Please send us your sales/Income details for the above-mentioned period to complete the final accounts

**Financial Statements**

Please send us a copy of the Financial statements for the year ended -----

**OR**

**Completion Statement**

Please provide us a copy of the completion statement, which you would have obtained when you ***purchased*** the business.

Yours sincerely

**Friendly Accountants**





Customer Service Department  
Barclays Bank Plc  
Leicester  
LE87 2BB

**Our Ref: YE2/Client No**

Date:

Dear Sir(s)

**Account Name : Smith Ltd**  
**Account Number : 1234569 (Sort Code : 20-45-77)**

I would be grateful if you could provide me with the following information in order to complete my financial accounts.

Please send us the Copy of Statements, Transaction list or Computer Printouts from your system for the missing statement(s) mentioned below.

<b>Account No</b>	<b>Information Required</b>	<b>Statement No</b>	<b>Date From</b>	<b>Date To</b>
1234569	Bank Statements Or Transaction list	417 & Onwards		

Please treat this request on an urgency basis.

I thank you in advance for your kind co-operation.

Yours faithfully

Mr John Smith  
Smith Ltd  
124 High Street  
England City  
PO23 XRT



Officer in Charge  
HM Revenue & Customs  
Written Enquiries Section  
Alexander House  
Victoria Avenue  
Southend  
Essex SS99 1BD

**Our Ref : YE2/Client No**

Date :

Dear Sir(s)

**Re: VAT REG NO: 123 4567 89**

**Smith Ltd**

I would be grateful if you could provide me with the following information in order to complete my financial accounts.

I regret that I have misplaced the information, I am requesting from you.

**Information Required**

I need the figures in the VAT Returns (Form 100) submitted by me for the following quarters:

**Q/E :- \_\_\_\_\_**

As the accounts are of utmost urgency, I will appreciate if you can forward me the requested information as soon as possible.

I thank you in advance for your kind co-operation.

Yours faithfully

Mr John Smith  
Smith Ltd  
124 High Street  
England City  
PO23 XRT

# **FRIENDLY ACCOUNTANTS**

## **CORRESPONDENCE TO CLIENTS & HMRC FOR CHASING INFORMATION**

### **HMRC – CORPORATION TAX**

LETTER TO CLIENT – CTAX LIABILITY AND MODE OF  
PAYMENT

LETTER TO CLIENT – OUTSTANDING CORPORATION  
TAX LIABILITY FOR ACCOUNTS DONE BY PREVIOUS  
ACCOUNTANT

LETTER TO CLIENT - CHANGE OF ACCOUNTING  
REFERENCE DATE

LETTER TO HMRC - CHANGE OF ACCOUNTING  
REFERENCE DATE

Mr John Smith  
Smith Ltd  
124 High Street  
England City  
PO23 XRT

Date: dd/mm/yyyy

Our Ref: Client No

Dear Mr Smith

**Re: Corporation Tax Liability Payment for Smith Ltd**

We have submitted your Corporation Tax Return and Accounts to HMRC and Companies House.

The Corporation Tax Liability was due on **31 December 2016** and the amount to pay was **£357.40**. We enclose the CT computation for the period. Please ensure your payment reaches HMRC at the earliest.

You can pay the corporation tax Liability by the following methods:

- 1) **Direct Debit** – You can set up a Direct Debit payment by visiting the website [www.hmrc.gov.uk](http://www.hmrc.gov.uk).
- 2) **Direct Payment** – You can request your Bank/Building Society to do the Direct payment by providing them the payment amount, sort code (08-32-10), account name (HMRC), account number (12001020) and your Corporation tax reference number.
- 3) **Payment by Debit/Credit card** – You can make the payment by your Debit or Credit card by visiting <https://www.gov.uk/pay-tax-debit-credit-card> and follow the instructions.(Go to Start now-select the corporation tax-Click next and pay using your Corporation tax reference number)
- 4) **Post Office** – You can also make the payment at any participating Post office by Debit card to “POST OFFICE LTD”.

**If you need further assistance, please Operations Department on 020 8619 1485 or 020 8518 0888  
OR email at [operations@friendly-accountants.com](mailto:operations@friendly-accountants.com).**

Yours Sincerely

**Friendly Accountants**



Mr John Smith  
Smith Ltd  
124 High Street  
England City  
PO23 XRT

Date: dd/mm/yyyy

Our Ref: Client No /

Dear Mr Smith

**Re: Corporation Tax Penalty**

Please find enclosed notice dated 14 May 2016 received from IR, whereby according to them you have to pay **£544.77** of CT for the period-end 10 May 2015.

The return was due on **10 January 2016**.

As per our records you have joined our services w.e.f. **01 February 2016**. Your previous accountant prepared the accounts for the year ended **10 May 2015** and thus you are requested to settle the CT penalty after checking the date of filing with your previous accountant.

If you want us to appeal for the same kindly send us the receipt for the submission of the returns at the earliest.

If you have paid the full sum, please inform the Inland Revenue in writing, by recorded mail, (Keep copy for yourself), stating date cheque cleared and sum.

**If you need further assistance, please Operations Department on 020 8619 1485 or 020 8518 0888  
OR email at [operations@friendly-accountants.com](mailto:operations@friendly-accountants.com)**

Yours Sincerely

**Friendly Accountants**



Mr John Smith  
124 High Street  
England City  
PO23 XRT

Date: dd/mm/yyyy

Our Ref: Client No /

Dear Mr Smith

**Re: Change of Accounting Reference Date**

We have informed the HMRC that the year end date of the company has been changed to 31 March every year.

Please see enclosed copy of letter that we have posted to the Revenue.

Yours Sincerely

**Friendly Accountants**



HM Revenue & Customs  
Local Compliance Dundee  
CT Operations, S0886  
PO Box 3900  
Glasgow  
G70 6AA

Date: dd/mm/yyyy

Our Ref: Client No /

Corporation Tax Ref: xxxxx xxxx xxxxx xxx

Dear Sirs

**Re: Change of Accounting Reference Date**

We are in receipt of the enclosed notice dated 03 April 2016 according to which the accounting period for Smith Ltd has been mentioned as 1 February 2014 to 31 January 2015 for which penalty has been charged for late filing of the CT return. Kindly note that this is not the Year-end date of the company.

Please note that the year-end date of the company has been changed to 31 March every year and not 31 January 2015 as mentioned in the notice. Please find attached the copy of the Companies House page for your ready reference.

Please update your records to make the necessary adjustments.

We hope that upon receipt of this letter you will do the needful and waive off the penalties charged.

We await your confirmation.

Yours Sincerely

**Friendly Accountants**

# **FRIENDLY ACCOUNTANTS**

## **CORRESPONDENCE TO CLIENTS & HMRC FOR CHASING INFORMATION**

### **COMPANIES HOUSE**

LETTER TO CLIENT – ANNUAL RETURN DUE

LETTER TO CLIENT – ANNUAL RETURN OVERDUE

LETTER TO CLIENT – PROPOSED COMPANY REMOVAL  
NOTICE FROM COMPANIES HOUSE





Mr John Smith  
Smith Ltd  
124 High Street  
England City  
PO23 XRT

Our Ref: Client No /

Date: dd/mm/yyyy

Dear Sirs

**Re: Confirmation Statement (CS01) – Smith Ltd - Company house No : xxxxx**

This is a reminder that your Confirmation Statement (CS01) for year **2016** is due on **06-December-2016**.

We are happy to file the Confirmation Statement (CS01) on your behalf for a fee of £30 which includes Companies House Charges.

**If you wish us to submit the Confirmation Statement (CS01), then kindly do the following:**

Please pay us fees of £30. You can pay by credit/debit card by phoning our office number 020 8619 1485 or 020 8518 0888.

1. ; or by cheque or online, our Bank details as follows:

Bank Name: **Natwest**  
Sort Code: **601516**  
Account No: **64032418**  
Reference to Use: **Your client ID**

2. Please let us know of any changes have been made since the last annual return(Confirmation Statement)
  - Directors
  - Company Secretary
  - Shareholders
3. Please review the attached and let us know the PSC details
4. Please send us above needed details by email to [operations@friendly-accountants.com](mailto:operations@friendly-accountants.com).
5. Upon receipt of £30 and the changes required, if any, we will file your Confirmation Statement (CS01) online within 7 days.
6. Please sign the enclosed authority form



**If Confirmation Statement (CS01) is not filed within 2 months with Companies house your company will be struck off.**

**At this stage your Bank Account and assets of the company will be frozen and all will belong to the Crown.**

If you have already paid £30 for the Confirmation Statement (CS01), then kindly ignore this letter.

**If you need further assistance, please feel free to email at [operations@friendly-accountants.com](mailto:operations@friendly-accountants.com) or call on 020 8619 1485 or 020 8518 0888.**

Yours sincerely

**Friendly Accountants**



Mr John Smith  
Smith Ltd  
124 High Street  
England City  
PO23 XRT

Date: dd/mm/yyyy

Our Ref: Client No /

Dear Sirs

**Re: Confirmation Statement Overdue (CS01) – Smith Ltd - Company house No : xxxxx**

This is a reminder that your Confirmation Statement (CS01) for year **2016** is overdue.

We are happy to file the Confirmation Statement (CS01) on your behalf for a fee of £30 which includes Companies House Charges.

**If you wish us to submit the Confirmation Statement (CS01), then kindly do the following:**

Please pay us fees of £30. You can pay by credit/debit card by phoning our office number 020 8619 1485 or 020 8518 0888.

1. ; or by cheque or online, our Bank details as follows:

Bank Name: **Natwest**  
Sort Code: **601516**  
Account No: **64032418**  
Reference to Use: **Your Client ID**

2. Please let us know of any changes have been made since the last annual return(Confirmation Statement)
  - Directors
  - Company Secretary
  - Shareholders
3. Please review the attached and let us know the PSC details
4. Please send us above needed details by email to [operations@friendly-accountants.com](mailto:operations@friendly-accountants.com).
5. Upon receipt of £30 and the changes required, if any, we will file your Confirmation Statement (CS01) online within 7 days.
6. Please sign the enclosed authority form



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If you have already paid £30 for the Confirmation Statement (CS01), then kindly ignore this letter.

**If you need further assistance, please feel free to email at [operations@friendly-accountants.com](mailto:operations@friendly-accountants.com) or call on 020 8619 1485 or 020 8518 0888.**

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Yours sincerely

**Friendly Accountants**



Mr John Smith  
Smith Ltd  
124 High Street  
England City  
PO23 XRT

Our Ref: Client No /

Date: dd/mm/yyyy

Dear Sirs

**Re: Letter from Companies House about PROPOSED COMPANY REMOVAL.**

Please find enclosed a copy of letter received from Companies House proposing to remove your company. You are reminded that this is a very serious matter.

**Please note if the company is struck off, all assets of the company will be frozen & will become the property of the Crown. To restore the company will cost in the region of £2,000.00.**

**ACTION REQUIRED**

The following needs to happen.

We need to complete the Confirmation Statement (CS01) form. Please pay us fees of £30. You can pay by credit/debit card by phoning our office number 020 8619 1485 or 020 8518 0888.

1. ; or by cheque or online, our Bank details as follows:

Bank Name: **Natwest**  
Sort Code: **601516**  
Account No: **64032418**  
Reference to Use: **Your Client ID**

2. Please let us know of any changes have been made since the last annual return(Confirmation Statement)
  - Directors
  - Company Secretary
  - Shareholders
3. Please review the attached and let us know the PSC details
4. Please send us above needed details by email to [operations@friendly-accountants.com](mailto:operations@friendly-accountants.com).



5. Upon receipt of £30 and the changes required, if any, we will file your Confirmation Statement (CS01) online within 7 days.
6. Please sign the enclosed authority form

**Please don't hesitate to contact Operations Department on 020 8619 1485 or 020 8518 0888  
OR email at [operations@friendly-accountants.com](mailto:operations@friendly-accountants.com).**

Yours sincerely

**Friendly Accountants**