

# Companies House – electronic filing

## Checklist

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## Introduction

Companies are required to file a range of documents and data with Companies House:

- Annual reporting documents (annual accounts; company annual return).
- Event notifications (a wide range of events and changes trigger a filing requirement).
- At least 75% of the material filed at Companies House by companies is sent by electronic communication (this figure is increasing year on year).

## Checklist

- There are two key mechanisms for electronic filing – WebFiling and software filing.

### **WebFiling**

- Companies House WebFiling service is available free of charge to all via the Companies House website.

### **Software filing**

- Companies House software filing option enables the electronic transfer and acknowledgement of data between presenters and Companies House via XML.
- Such software filing is of greatest benefit to those who file documents on a daily or weekly basis. It is therefore less likely to be used by charities themselves.
- Software filing requires purchase of commercial software or the development of suitable software in-house by the relevant
- organisation that wants to present electronic data to Companies House in this way.
- Note that the electronic filing capabilities of commercial software vary considerably. Some are limited to routine notifications while others
- also allow electronic submission of accounts. A smaller number of software suppliers provide packages that can be used for e filing in relation to more complex or unusual transactions and a wider range of types of corporate body, beyond private limited companies.

### **Document quality**

- Documents filed electronically with Companies House must comply with the specifications set out for electronic filing by the Registrar of Companies in the Registrar's Rules.
- The formats for software filing are contained in the rules published on Companies House website.
- The website also provides all the formats that are needed for electronic filing.

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## Statutory fees

- There are significantly lower statutory fees applicable if electronic, rather than paper-based, filing is used to submit a document to Companies House.

## E-reminders

- Presenters who have registered to use Companies House WebFiling can also sign up for free e-reminders on relevant companies. This is a convenient way to ensure you do not overlook filing deadlines on annual items such as accounts and company annual returns.

## Procedure

### WebFiling – user registration

- A user registers via the Companies House website. They must provide an email address. Companies House will then transmit a unique user passcode to them at that address.

### WebFiling – company authentication

- To gain access to WebFiling for a particular company you must first be a registered user of WebFiling (see above).
- For a company that may wish to file data via WebFiling you need to obtain an authentication code. Companies House posts the code to the company's registered office address.

### Software filing

- Relevant commercial software packages provide an electronic filing process via the user's computer and secure links to Companies House.
- For organisations wishing to develop their own bespoke software, with an electronic filing functionality, a Technical Interface Specification is available from Companies House to assist the software developers.

## Notes

- Under the Companies Act 2006 the Registrar of Companies is given authority to make rules governing certain areas in relation to the filing of documents at Companies House. They are regarded as being secondary legislation, made under section 1117 of the Act, and include the form, manner of delivery and method of authentication for documents, whether delivered in electronic format or as a paper document.

## More information

- See 'Registrar's Rules' available on the Companies House website: [www.gov.uk/guidance/registrars-rules](http://www.gov.uk/guidance/registrars-rules).

