FILE CONFIRMATION STATEMENTS

Confirmation Statement (CS01) Checklist

This checklist helps you prepare everything required to file your confirmation statement quickly and correctly.

1. Check Your Filing Is Due

- ☐ Every UK limited company must file a confirmation statement **at least once every 12 months**, even if nothing has changed
- ☐ Find your **confirmation statement date** on the Companies House register. You can file from that date onwards, not before
- ☐ You then have **14 days** from the confirmation statement date to file

2. Information You Will Need

- ☐ **Company name or number**. Company number is usually 8 characters long (e.g. 12345678 or if Scotland SC123456)
- ☐ **Authentication code**. 6-character alphanumeric code (e.g. A1B2C3)
- ☐ **Companies House personal code for every director**. 11 characters, issued when a director verifies their identity with Companies House
- ☐ **Date of birth for every director**
- ☐ **Payment card**

> **Tip:** Companies House will not accept a confirmation statement until **every director has verified their identity** and holds a personal code. Verify free of charge at GOV.UK: verifying your identity for Companies House.

3. What You Confirm When Filing

- ☐ All company details on the register are **correct and up to date** (registered office, directors, shareholders, people with significant control, SIC codes)
- ☐ All filings that are due have been made, or are being made with this statement
- ☐ The company's intended future activities are **lawful**
- ☐ None of the company's shares are **admitted to trading on a market**

4. Before You File

- ☐ If any details have changed, **update them with Companies House first**. A confirmation statement confirms the register, it does not change it
- ☐ Check accuracy of **company name or number** and **authentication code**, and have every director's **personal code** and **date of birth** ready

> **Warning:** Don't risk your company. Failing to file a confirmation statement is a **criminal offence** for the company and its officers, and Companies House can begin **striking the company off the register**.

5. After Filing

- ☐ Save your acknowledgment, keeping a copy for company records
- ☐ Note your next confirmation statement date, 12 months on, and set a reminder for it

Start Filing Now

✓ Companies House Certified ✓ 1,000+ UK Directors Served ✓ £9.99 Fixed Fee ✓ Refund If Rejected

This checklist is provided for general guidance only and does not constitute accounting, tax, or legal advice.

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