
STATUTORY INSTRUMENTS

1991 No. 1259

COMPANIES

The Companies (Forms) (No.2) Regulations 1991

Made - - - - *24th May 1991*

Coming into force - - *25th May 1991*

The Secretary of State, in exercise of the powers conferred on him by the enactments specified in Schedule 1 to these Regulations, hereby makes the following Regulations:

1. These Regulations may be cited as the Companies (Forms) (No. 2) Regulations 1991, and shall come into force on 25th May 1991.

2. In these Regulations—

a reference to a numbered section is a reference to a section of the Companies Act 1985⁽¹⁾; and “company” includes any body corporate to which sections 363 to 365 are applied by any enactment.

3.—(1) Form 363a and, subject to paragraph (6), forms 363b and 363s in Schedule 2 to these Regulations, with such variations as circumstances require, are forms prescribed for the purposes of section 363(2).

(2) Subject to paragraph (6), form 363s in Schedule 2 to these Regulations is a form prescribed for the purposes of section 190(5), so far as it includes provision for the notification of the place where any register of holders of debentures of a company or any duplicate of any such register or part of any such register is kept and for the notification of any change in that place.

(3) Subject to paragraph (6), forms 363b and 363s in Schedule 2 to these Regulations are forms prescribed for the purposes of section 287(3), so far as they include provision for the notification of a change in the situation of a company’s registered office.

(4) Subject to paragraph (6), form 363s in schedule 2 to these Regulations is a form prescribed for the purposes of section 288(2), so far as it includes provision for the notification of any change among a company’s directors or its secretary or any change in the particulars contained in the register of directors and secretaries kept by the company, but not for the purpose of notifying the appointment of a new director or secretary.

(5) Subject to paragraph (6), form 363s in Schedule 2 to these Regulations is a form prescribed for the purposes of section 353(2), so far as it includes provision for the notification of the place where a company’s register of members is kept and of any change in that place.

(1) 1985 c. 6.

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

(6) Forms 363b and 363s are prescribed as forms only where such a form has been delivered to a company by the registrar of companies for the purposes of an annual return by that company.

(7) A form 288 prescribed by the Companies (Forms Amendment No. 2 and Company's Type and Principal Business Activities) Regulations 1990⁽²⁾ for the purposes of section 288(2) if annexed to a return in form 363s in Schedule 2 to these Regulations is a prescribed form for the purposes of section 363(2) so far as it gives information required by section 364(1)(d) to (f).

24th May 1991

David Durham
A Grade 4 Officer in the
Department of Trade and Industry

(2) S.I.1990/1766.

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

SCHEDULE 1

The Companies Act 1985, sections 190(5), 287(3), 288(2), 353(2), 363(2), 364(2) and (3), and 744(3).

(3) See definition of “prescribed”.

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

SCHEDULE 2

SCHEDULE 2

363_a Annual Return

This form should be completed in black.

Company number

CN

Company name

Date of this return

The information in this return is made up to

Date of next return

If you wish to make your next return to a date earlier than the anniversary of this return please show the date here. Companies House will then send a form at the appropriate time.

	Day	Month	Year
DA			
Show date			

DB			
----	--	--	--

Registered Office

Show here the address at the date of this return.

Any change of registered office must be notified on form 287.

RO

Post town

County/Region

Postcode

Principal business activities

Show trade classification code number(s) for principal activity or activities.

PA									

If the code number cannot be determined, give a brief description of principal activity.

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Register of members

If the register of members is not kept at the registered office, state here where it is kept.

RM	_____

Post town	_____
County/Region	_____
Postcode	_____

Register of Debenture holders

If there is a register of debenture holders and it is not kept at the registered office, state here where it is kept.

RD	_____

Post town	_____
County/Region	_____
Postcode	_____

Company type

- Public limited company.....
- Private company limited by shares.....
- Private company limited by guarantee without share capital.....
- Private company limited by shares exempt under section 30.....
- Private company limited by guarantee exempt under section 30.....
- Private unlimited company with share capital.....
- Private unlimited company without share capital.....

T1	<input type="checkbox"/>
T2	<input type="checkbox"/>
T3	<input type="checkbox"/>
T4	<input type="checkbox"/>
T5	<input type="checkbox"/>
T6	<input type="checkbox"/>
T7	<input type="checkbox"/>

Please mark the appropriate box.

Company Secretary

(Please photocopy this area to provide details of joint secretaries).

Name	*Style/Title
	Forenames
	Surname
	*Honours etc
	Previous forenames
	Previous surname

Address

Usual residential address must be given. In the case of a corporation, give the registered or principal office address.

* Voluntary details

Details of a new company secretary **must** be notified on form 288.

CS	_____

AD	_____

Post town	_____
County/Region	_____
Postcode	_____
Country	_____

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Directors

Please list directors in alphabetical order.

Details of new directors **must** be notified on form 288.

Name *Style/Title
Forenames
Surname
*Honours etc
Previous forenames
Previous surname

Address
Usual residential address must be given.
In the case of a corporation, give the registered or principal office address.

Date of birth
Business occupation
Other directorships

CD _____

AD _____

 Post town _____
 County/Region _____
 Postcode _____ Country _____
 Date of birth **DO** [] [] [] [] [] [] Nationality **NA** _____
OC _____
OD _____

Name *Style/Title
Forenames
Surname
*Honours etc
Previous forenames
Previous surname

Address
Usual residential address must be given.
In the case of a corporation, give the registered or principal office address.

Date of birth
Business occupation
Other directorships

* Voluntary details

CD _____

AD _____

 Post town _____
 County/Region _____
 Postcode _____ Country _____
 Date of birth **DO** [] [] [] [] [] [] Nationality **NA** _____
OC _____
OD _____

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Directors (continued)

Name *Style/Title
 Forenames
 Surname
 *Honours etc
 Previous forenames
 Previous surname

Address
 Usual residential address must be given.
 In the case of a corporation, give the registered or principal office address.

Date of birth
 Business occupation
 Other directorships

CD	_____

AD	_____

Post town	_____
County/Region	_____
Postcode	_____
Country	_____
Date of birth	DO
Nationality	NA
Business occupation	OC
Other directorships	OD

Name *Style/Title
 Forenames
 Surname
 *Honours etc
 Previous forenames
 Previous surname

Address
 Usual residential address must be given.
 In the case of a corporation, give the registered or principal office address.

Date of birth
 Business occupation
 Other directorships

* Voluntary details

CD	_____

AD	_____

Post town	_____
County/Region	_____
Postcode	_____
Country	_____
Date of birth	DO
Nationality	NA
Business occupation	OC
Other directorships	OD

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Directors (continued)

Name *Style/Title
 Forenames
 Surname
 *Honours etc
 Previous forenames
 Previous surname

Address

Usual residential address must be given. In the case of a corporation, give the registered or principal office address.

Date of birth
 Business occupation
 Other directorships

CD		
AD		
	Post town	
	County/Region	
	Postcode	Country
DO		Nationality NA
OC		
OD		

Name *Style/Title
 Forenames
 Surname
 *Honours etc
 Previous forenames
 Previous surname

Address

Usual residential address must be given. In the case of a corporation, give the registered or principal office address.

Date of birth
 Business occupation
 Other directorships

* Voluntary details

CD		
AD		
	Post town	
	County/Region	
	Postcode	Country
DO		Nationality NA
OC		
OD		

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Issued share capital

Enter details of all the shares in issue at the date of this return.

Class	Number	Aggregate Nominal Value
Totals		

Please mark the appropriate box(es)

There were no changes in the period

on paper not on paper

A list of changes is enclosed

A full list of members is enclosed

List of past and present members
(Use attached schedule where appropriate)

A full list is required if one was not included with either of the last two returns.

Elective resolutions

(Private companies only)

If an election is in force at the date of this return to dispense with annual general meetings, *mark this box*

If an election is in force at the date of this return to dispense with laying accounts in general meetings, *mark this box*

Certificate

I certify that the information given in this return is true to the best of my knowledge and belief.

Signed

Secretary/Director*
(*delete as appropriate)

Date

This return includes continuation sheets.
(enter number)

To whom should Companies House direct any enquiries about the information shown in this return?

.....

.....

Postcode

Telephone Extension

When you have signed the return send it with the fee to the Registrar of Companies at

Companies House, Crown Way, Cardiff CF4 3UZ
for companies registered in England and Wales
or
Companies House, 100-102 George Street, Edinburgh EH2 3DJ
for companies registered in Scotland.

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

363_b Annual Return

of company number **CN**

company name

This form should be completed in black.

Date of this return

The information in this return should be made up to a date not later than

If you are making the return up to an earlier date please show the date here.

Date of next return

If you wish to make your next return to a date earlier than the anniversary of this return, please show the date here. Companies House will then send a form at the appropriate time.

	Day	Month	Year
DA	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
DB	<input type="text"/>	<input type="text"/>	<input type="text"/>

Registered Office

This is the address registered by Companies House as at

Use this space to notify a change of registered office address.

RO

Post town

County/Region

Postcode

Principal business activities

Show trade classification code number for principal activity or activities.

If the code number cannot be determined give a brief description of principal activity.

PA	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Register of members

If the register of members is not kept at the registered office, state here where it is kept.

RM _____

Post town _____
County/Region _____
Postcode _____

Register of Debenture holders

If there is a register of debenture holders and it is not kept at the registered office, state here where it is kept.

RD _____

Post town _____
County/Region _____
Postcode _____

Company type

- Public limited company.....
- Private company limited by shares.....
- Private company limited by guarantee without share capital.....
- Private company limited by shares exempt under section 30.....
- Private company limited by guarantee exempt under section 30.....
- Private unlimited company with share capital.....
- Private unlimited company without share capital.....

T1		}	Please mark the appropriate box.
T2			
T3			
T4			
T5			
T6			
T7			

Company Secretary

(Please photocopy this area to provide details of joint secretaries).

Name *Style/Title
Forenames
Surname
*Honours etc
Previous forenames
Previous surname

Address

Usual residential address must be given. In the case of a corporation, give the registered or principal office address.

* Voluntary details

Details of a new company secretary **must** be notified on form 288.

CS _____

AD _____

Post town _____
County/Region _____
Postcode _____ Country _____

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Directors

Please list directors in alphabetical order.

		Details of new directors must be notified on form 288.	
Name	*Style/Title	<input type="text" value="CD"/>	
	Forenames	<input type="text"/>	
	Surname	<input type="text"/>	
	*Honours etc	<input type="text"/>	
	Previous forenames	<input type="text"/>	
	Previous surname	<input type="text"/>	
Address		<input type="text" value="AD"/>	
Usual residential address must be given. In the case of a corporation, give the registered or principal office address.		<input type="text"/>	
	Post town	<input type="text"/>	
	County/Region	<input type="text"/>	
	Postcode	<input type="text"/>	Country <input type="text"/>
	Date of birth	<input type="text" value="DO"/>	Nationality <input type="text" value="NA"/>
	Business occupation	<input type="text" value="OC"/>	
	Other directorships	<input type="text" value="OD"/>	

Name	*Style/Title	<input type="text" value="CD"/>	
	Forenames	<input type="text"/>	
	Surname	<input type="text"/>	
	*Honours etc	<input type="text"/>	
	Previous forenames	<input type="text"/>	
	Previous surname	<input type="text"/>	
Address		<input type="text" value="AD"/>	
Usual residential address must be given. In the case of a corporation, give the registered or principal office address.		<input type="text"/>	
	Post town	<input type="text"/>	
	County/Region	<input type="text"/>	
	Postcode	<input type="text"/>	Country <input type="text"/>
	Date of birth	<input type="text" value="DO"/>	Nationality <input type="text" value="NA"/>
	Business occupation	<input type="text" value="OC"/>	
	Other directorships	<input type="text" value="OD"/>	
* Voluntary details		<input type="text"/>	

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Directors (continued)

Name *Style/Title
 Forenames
 Surname
 *Honours etc
 Previous forenames
 Previous surname

Address

Usual residential address must be given.
 In the case of a corporation, give the registered or principal office address.

Date of birth
 Business occupation
 Other directorships

CD	_____

AD	_____

	Post town _____
	County/Region _____
	Postcode _____ Country _____
DO	____ ____ ____ ____ ____ ____ ____ ____ ____ ____
	Nationality NA _____
OC	_____
OD	_____

Name *Style/Title
 Forenames
 Surname
 *Honours etc
 Previous forenames
 Previous surname

Address

Usual residential address must be given.
 In the case of a corporation, give the registered or principal office address.

Date of birth
 Business occupation
 Other directorships

* Voluntary details

CD	_____

AD	_____

	Post town _____
	County/Region _____
	Postcode _____ Country _____
DO	____ ____ ____ ____ ____ ____ ____ ____ ____ ____
	Nationality NA _____
OC	_____
OD	_____

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Directors (continued)

Name *Style/Title
 Forenames
 Surname
 *Honours etc
 Previous forenames
 Previous surname

Address

Usual residential address must be given. In the case of a corporation, give the registered or principal office address.

Date of birth
 Business occupation
 Other directorships

CD	_____

AD	_____

Post town	_____
County/Region	_____
Postcode	_____
Country	_____
Date of birth	DO Nationality NA
Business occupation	OC
Other directorships	OD

Name *Style/Title
 Forenames
 Surname
 *Honours etc
 Previous forenames
 Previous surname

Address

Usual residential address must be given. In the case of a corporation, give the registered or principal office address.

Date of birth
 Business occupation
 Other directorships

* Voluntary details

CD	_____

AD	_____

Post town	_____
County/Region	_____
Postcode	_____
Country	_____
Date of birth	DO Nationality NA
Business occupation	OC
Other directorships	OD

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Issued share capital

Enter details of all the shares in issue at the date of this return.

Class	Number	Aggregate Nominal Value
Totals		

List of past and present members
(Use attached schedule where appropriate)

A full list is required if one was not included with either of the last two returns.

Please mark the appropriate box(es)

There were no changes in the period

on paper not on paper

A list of changes is enclosed

A full list of members is enclosed

Elective resolutions

(Private companies only)

If an election is in force at the date of this return to dispense with annual general meetings, *mark this box*

If an election is in force at the date of this return to dispense with laying accounts in general meetings, *mark this box*

Certificate

I certify that the information given in this return is true to the best of my knowledge and belief.

Signed Secretary/Director*
(**delete as appropriate*)

Date

This return includes continuation sheets.
(*enter number*)

To whom should Companies House direct any enquiries about the information shown in this return?

.....

.....

.....

Postcode

Telephone Extension

When you have signed the return send it with the fee to the Registrar of Companies at

Companies House, Crown Way, Cardiff CF4 3UZ
for companies registered in England and Wales
or
Companies House, 100-102 George Street, Edinburgh EH2 3DJ
for companies registered in Scotland.

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

LIST OF PAST AND PRESENT MEMBERS

SCHEDULE TO FORM 363

Company Number:	Account of Shares			Remarks
	Number of shares or amount of stock held by existing members at date of this return.	Particulars of shares transferred since the date of the last return, or, in the case of the first return, since the incorporation of the company, by		
		Number	Date of Registration of Transfer	
Company Name:	Name and address			Remarks

Continued overleaf

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

LIST OF PAST AND PRESENT MEMBERS (continued)

SCHEDULE TO FORM 363

Company Number:	Account of Shares			Remarks
Company Name:	Number of shares or amount of stock held by existing members at date of this return.	Particulars of shares transferred since the date of the last return, or, in the case of the first return, since the incorporation of the company, by (a) persons who are still members, and (b) persons who have ceased to be members.		
Name and address		Number	Date of Registration of Transfer	

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

363_s

Annual Return

of company number

company name

company type

This form should be completed in black.

The information printed below is taken from Companies House records as at
If this information requires amendment use the spaces opposite.

Date of this return

The information in this return should be made up to a date not later than

Day	Month	Year

If you are making the return up to an earlier date, show the date here.

Day	Month	Year

Date of next return

If you wish to make your next return to a date earlier than the anniversary of this return please show the date here. Companies House will then send a form at the appropriate time.

Day	Month	Year

Registered Office

This is the address registered by Companies House.

Principal business activities

Trade classification is

--	--	--	--	--	--

--	--	--	--	--	--

If the code number cannot be determined give a brief description of principal activity.

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Register of members

The register is kept at

If the information shown needs amendment, give details below and, for secretary and director particulars, the date of any change.

Register of debenture holders

Any register of debenture holders (or a duplicate) is kept at

Company Secretary

Particulars of a new secretary **must** be notified on form 288.

Particulars

If this person has ceased to be secretary, please state when.

Day	Month	Year

Directors

Particulars of a new director **must** be notified on form 288.

Particulars

If this person has ceased to be a director, please state when.

Day	Month	Year

Other directorships.

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Directors (continued)

If the information shown needs amendment give details below and the date of any change.

Particulars

If this person has ceased to be a director, please state when.

Day	Month	Year

Other directorships.

Particulars

If this person has ceased to be a director, please state when.

Day	Month	Year

Other directorships.

Particulars

If this person has ceased to be a director, please state when.

Day	Month	Year

Other directorships.

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Issued share capital

	Class	Number	Aggregate nominal value
Enter details of all shares in issue at the date of this return.	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	Totals	_____	_____

List of past and present members

(Use attached schedule where appropriate)

Please mark the appropriate box.

A full list is required if one was not included with either of the last two returns.

There were no changes in the period

The last full members list was at

	on paper	not on paper
A list of changes is enclosed	<input type="checkbox"/>	<input type="checkbox"/>
A full list of members is enclosed	<input type="checkbox"/>	<input type="checkbox"/>

Elective resolutions

(Private companies only)

If an elective resolution is in force at the date of this return to dispense with annual general meetings, mark this box.

If an elective resolution is in force at the date of this return to dispense with laying accounts in general meetings, mark this box.

Certificate

I certify that the information given in this return is true to the best of my knowledge and belief.

Signed Secretary/Director
* (delete as appropriate)

Date

This return includes continuation sheets.
(enter number)

To whom should Companies House direct any enquiries about the information shown in this return?

Postcode _____

Telephone _____ Ext _____

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

LIST OF PAST AND PRESENT MEMBERS (continued)

SCHEDULE TO FORM 363

Company Number:	Account of Shares			
	Company Name:	Number of shares or amount of stock held by existing members at date of this return.	Particulars of shares transferred since the date of the last return, or, in the case of the first return, since the incorporation of the company, by	
(a) persons who are still members, and			(b) persons who have ceased to be members.	
Name and address	Number	Date of Registration of Transfer	Remarks	

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations prescribe additional annual return forms which differ from those prescribed in the Company (Forms Amendment No. 2 and Company's Type and Principal Business Activities) Regulations 1990 in that they do not refer to the currently prescribed £25 registration fee. This is to avoid the need to amend the forms every time the registration fee is altered.

These regulations also permit the additional annual return forms to be used for the purpose of notifying certain information and changes, in the same way as the forms prescribed in 1990. The additional annual return forms can be used to notify changes in a company's directors and secretary (other than the appointment of a new director or secretary) and changes in their particulars. They can be used to notify the place where the register of members is kept and the place where any register of debenture holders or duplicate of such a register is kept, and any change in these places. They can also be used to notify a change in the situation of a company's registered office. Finally the Regulations also permit particulars of directors to be given in the additional annual return form 363s by giving them in a form 288 annexed to it, in the same way as those particulars may be given in a form 288 annexed to the annual return form 363s which was prescribed in 1990.