

## UK Private Company – Apply as Dormant Status

*Unless otherwise indicated, the UK company stated in this quotation refers to a private company limited by shares formed and incorporated in UK in accordance with the United Kingdom Companies Act 2006.*

### Summary

According to Section 1169 of the Companies Act 2006, allows a private company to declare itself a dormant Company if the company has not (either since incorporation or since a specified date) entered into a relevant accounting transaction. A dormant company is exempted to filing of corporate tax return after the dormant status is applied. To qualify as a dormant company, The Company's annual accounts do not have "significant" transactions (including but not limited to collections and expenses, operating expenses and income such as sales and purchase of goods and assets). According to the Companies House definition of a "significant" transaction, the following circumstances are not included:-

1. filing fees paid to Companies House
2. penalties for late filing of accounts
3. money paid for shares when the company was incorporated

A dormant company is still required to do the following:

1. Maintaining a registered office in UK;
2. Renewal of Confirmation Statement;
3. Filing of annual account.

Your company may receive a Notice to Deliver a Company Tax Return from HMRC to remind your company of the need to file a corporate tax return. If HMRC thinks that your company is dormant, it might send a letter informing you that your company is considered a dormant company and is not required to pay corporate taxes or file a corporate tax return.

Our fees for handling the apply as Dormant Status of a private company registered in UK are GBP500.

The fees stated in the quotation are for preliminary reference only and do not constitute final transaction terms. All service fees shall be based on the actual quotation provided by our company for each individual case. We reserve the right to adjust pricing at any time without prior notice.

### SHENZHEN 深圳

Rooms 1203-06, 12/F.  
Di Wang Commercial Centre  
5002 Shennan Road East  
Luohu District, Shenzhen, China  
中國深圳市羅湖區深南東路5002號  
地王商業中心12樓1203-06室  
T: +86 755 8268 4480

### SHANGHAI 上海

Room 1201, 12/F., Tower A  
Guangqi Culture Plaza  
2899A Xietu Road, Xuhui District  
Shanghai, China  
中國上海市徐匯區斜土路2899甲號  
光啓文化廣場A座12樓1201室  
T: +86 21 6439 4114

### BEIJING 北京

Room 303, 3/F.  
Interchina Commercial Building  
33 Dengshikou Street  
Dongcheng District, Beijing, China  
中國北京市東城區燈市口大街33號  
國中商業大廈3樓303室  
T: +86 10 6210 1890

### TAIPEI 台北

Rooms 7F-702, 7/F., 188 Section 5  
Nanjing East Road  
Songshan District, Taipei  
Taiwan 105411  
台灣台北市松山區南京東路五段  
188號7樓7F-702室  
郵編: 105411  
T: +886 2 2711 1324

### TOKYO 東京

Rooms 502-03, 5/F.,  
Lions Mansion Matsugaya  
1-4-6 Matsugaya, Taito, Tokyo  
Japan 111-0036  
日本東京都台東區松谷1-4-6  
獅子大廈5樓502-03室  
郵編: 111-0036  
T: +81 3 5776 2637

### SINGAPORE 新加坡

138 Cecil Street, #13-02 Cecil Court  
Singapore 069538  
T: +65 6438 0116

### KUALA LUMPUR 吉隆坡

Menara Suezcap, Tower 2  
E-13A-3A, No. 2 Jalan Kerinchi  
Gerbang Kerinchi Lestari  
59200 Kuala Lumpur, Malaysia  
T: +60 19 2177 344

### NEW YORK 紐約

202 Canal Street, Suite 303, 3/F.  
New York, NY 10013, USA  
T: +1 646 850 5888

### LONDON 倫敦

Room 5, 2/F., 39-41 High Street  
New Malden, Surrey  
KT3 4BY, UK  
T: +44 20 3910 8392

## 1. Services and Fees for Apply as Dormant Status

Our fees for handling the application as Dormant Status of a private company registered in UK are GBP500. The fees quoted above cover the following services in particular:

- (1) Review Articles of Association of the subject company;
- (2) Prepare the relevant documents for dormant status application;
- (3) Arrange to the relevant documents with Companies House;
- (4) Arrange to the relevant documents with HM Revenue & Customs.

### Note:

- (1) This package included the government fee. However, this package does not include the courier fee during the registration process of the applicant company, if any.

## 2. Optional Services

No.	Description of Service	Fee (£)
1	Filing of Confirmation Statement (excludes the official fee of £50)	100
2	Registered office address (per annum)	250
3	Preparation and Filing of Annual Accounts (Dormant)	250
4	Preparation and filing of Corporation Tax Return (Dormant)	250
5	Cancellation for VAT Registration	500
6	Cancellation for EORI Registration	300
7	Cancellation for PAYE Registration	500

## 3. Payment Term and Payment Methods

We currently accept Hong Kong Dollar check, cash or TT and credit card through PayPal only. If payment is settled through PayPal, extra 5% services fee will be charged. Upon receipt of your order, we will issue an invoice to you for your settlement. Because of the nature of services, we require full payment in advance. Also, once service is commenced, no service fee will be refunded except special cases.

If China or Taiwan official tax invoice is required, Value-Added Tax or Business Tax at the prevailing rate in the respective jurisdiction will be charged.

#### 4. Documents and Information needed to be Provided by Clients

In order to enable us to prepare the documents for apply as Dormant Status, we need to have the following information and documents:

- (1) A copy of Articles of Association of the subject company;
- (2) A copy of latest Confirmation Statement;;
- (3) A copy of latest Register of Directors and Members;
- (4) A copy of latest Annual Account;
- (5) A copy of latest Corporate Tax Return;
- (6) Companies House Authentication Code from Companies House;
- (7) Unique Taxpayer Reference Number (UTR) from HM Revenue and Customs.;

If Kaizen is acting as registered agent of your UK company, then you do not need to provide these documents.

#### 5. Procedures and Time Frame for Apply as Dormant Status

Under normal circumstances, the whole process for apply as dormant status of a UK Company takes around 6 to 7 working days. The table below details the procedures with time frame for information: -

Step	Description	Time Required (Working Day)
1	The Client shall provide all the required documents set out in Section 4 of this Quotation by e-mail, fax or post. The Client is required to pay for the service fee at the same time.	Client's schedule
2	Kaizen prepares the relevant documents for dormant status application for client's signature.	1
3	Client signs off the relevant documents and return them to Kaizen by email.	Client's Schedule
4	Kaizen will file the relevant documents with the Companies House.	2-3
5	Submit the final corporate tax return (if required).	2-3
6	Kaizen will file the relevant documents with the HM Revenue & Customs.	2-3
<b>Total workings days: 6 to 7 Working days</b>		

If you wish to obtain more information or assistance, please visit our official website at [www.kaizencpa.com](http://www.kaizencpa.com) or contact us through the following means:

**T:** +852 2341 1444

**M:** +852 5616 4140, +86 152 1943 4614

**WhatsApp/Line/WeChat:** +852 5616 4140

**Skype:** kaizencpa

**E:** [info@kaizencpa.com](mailto:info@kaizencpa.com)