

Issued by

Telephone number

Date of issue

Reference

Period

We do not currently ask this company or club to make a company tax return. We need some information from you to decide whether it should make returns in future.

- **Companies (any incorporated body)** - please complete parts 1 and 4 and read part 2 if it applies.
- **Clubs, societies, voluntary associations and other similar unincorporated bodies (referred to as 'clubs' in this form)** - please complete parts 3 and 4 over the page.

## Part 1 Companies

**1.1** Has the company carried on any activity, traded, received any income, or acquired or disposed of any assets during the period shown above? *(Please tick one box only)*

Yes - go to part 2.

No - answer the questions in this part and then go to part 4.

**1.2** What are the directors' intentions for the future of the company? For example: is the company likely to become active and if so when? If not, do you intend to apply to have the company struck off the register at Companies House, and if so when?


**1.3** Is the company in liquidation?

Yes

No

**1.4** Is the company in administration?

Yes

No

**1.5** If 'Yes' to 1.3 or 1.4, on what date was the liquidator or administrator appointed?  
DD MM YYYY

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**1.6** Give the name and address of the liquidator or administrator.

Name


Address


Postcode

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## Part 2 Information about companies

If the company has started any business activity during the period shown over the page, you need to give us further information by completing the CT204 Active Company form. Please read the enclosed CT204 Notes which will help you. If the company is not active, keep the CT204 Active Company form until you need it.

**Now please complete Part 4.**

## Part 3 Clubs

Please return this form together with

- a copy of the club's latest accounts, whether or not audited, **or**
- a copy of the club's annual statement of income and expenditure where it is not obliged to produce accounts by its Constitution or Rules, **and**
- a copy of the club's current Constitution or Rules.

I will let you know if you need to complete a company tax return, or if I need more information from you.

**Now please complete part 4.**

## Part 4 Declaration

### **Everyone must complete this declaration**

The information I have given on this form is correct and complete to the best of my knowledge and belief.

**The declaration must be signed by a person authorised to do so on behalf of the company or club. Where a liquidator or administrator has been appointed, that person must sign personally. In the case of a club the treasurer must sign. An original signature is needed; a photocopy is not acceptable.**

Please sign and date this form and return it to me at the address shown overleaf

Signature

Date

Name, and a daytime telephone number that we can contact you on if we need to discuss any queries.

Name (in CAPITALS)

Telephone number

Capacity in which signed (company secretary etc., liquidator, administrator or club treasurer)

If this form was sent to the wrong address, please give the correct one below.

*Give the UK registered office address if there is one. If not, give a UK contact address.*

  
  

Postcode