



Companies House

Conducting business in welsh

This guidance is available in alternative formats which include Braille, large print and audio tape. For further details please email our enquiries section enquiries@companieshouse.gov.uk or telephone our contact centre on 0303 1234 500

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This guide answers many frequently asked questions and provides information on completing the most commonly used filings relating to this area. The guide is not drafted with unusual or complex transactions in mind. Specialist professional advice may be needed in those circumstances.

USING THE WELSH LANGUAGE WHEN CONDUCTING BUSINESS WITH COMPANIES HOUSE

Introduction

This guide provides information about using the Welsh Language when conducting business with Companies House if you are a company or a limited liability partnership (LLP) which has stated that its registered office (or proposed registered office) is to be situated in Wales (as opposed to England and Wales).

Companies and LLPs that have chosen to set up in this way may deliver documents to Companies House in Welsh. For convenience in this guide we refer to these companies and LLPs as 'Welsh' which is the definition given in section 88(1) of the Companies Act 2006. This guide also lists the bilingual forms that are available through our WebFiling Service or on paper.

If you have any questions relating to the use of Welsh when conducting business with Companies House, please email enquiries@companieshouse.gov.uk or phone 0303 1234 500 and ask to speak to someone in Welsh. You will then be transferred to a Welsh speaker in line with our Welsh Language Scheme. A copy of our Welsh Language Scheme is available on our website.

Chapter 1

Welsh Companies and LLPs

1. What are the filing requirements for 'Welsh' Companies and LLPs?

“Welsh” companies have the same filing requirements as other companies and LLPs incorporated in the United Kingdom.

Companies can submit some documents in Welsh through our WebFiling Service which is quicker, easier, more secure and cheaper than paper forms ([please see Annex A](#)). We have also prescribed the most commonly used paper forms for companies and LLPs bilingually and they are available either from the [Companies House website](#) or by telephoning 0303 1234 500 ([please see Annex B](#)). Welsh language guidance and other relevant information on Companies House requirements are also available on our website.

Remember: Failure to deliver statutory documents on time is a criminal offence for which company officers and designated members of LLPs can be prosecuted. Additionally, failing to deliver accounts on time will attract an automatic civil penalty. See our guidance on 'Late Filing Penalties' or 'Limited Liability Partnerships Administration and Management' for more information on late filing penalties.

2. Can companies and LLPs be incorporated using Welsh?

Yes, companies and LLPs can be incorporated using Welsh provided they state that their registered office is to be situated in Wales (as opposed to 'England and Wales'). You do not have to send an English translation for these documents because Companies House will obtain a translation for the company's public record. Companies House will also issue a translation of a certificate of incorporation into Welsh, if you require this.

It is also possible using the Web Incorporation Service to register your incorporation documents for a company in Welsh and English as long as the company to be incorporated is to be situated in Wales. This means that the registered office address also has to be in Wales. The WebFiling screens will take you through the process.

There is no same day service and currently only applications for a private company limited by shares adopting model articles in their entirety with a proposed non sensitive name can use this service. The fee is £12.

The bilingual paper form for incorporation is available from our website. The fee for incorporating a company or LLP with constitutional documents in Welsh is £40.

For more information on how to incorporate a company, please see our guidance on '[Incorporation and Names](#)'. For information on how to incorporate an LLP, see our guidance on '[Limited Liability Partnerships Incorporation and Names](#)'.

3. Can an existing company or LLP change the location of its registered office to 'Wales'?

Yes. If an existing company has stated that its registered office is situated in 'England and Wales', it can pass a resolution to require the register to be amended so that it states that its registered office is to be situated in Wales. You must then give notice of the change to the registrar on form [AD05c](#) or [AD05](#). An LLP needs simply to give notice of the change to the registrar on form [LL AD05c](#) or [LL AD05](#). The company or LLP has the option to change its name to a Welsh ending i.e. "cyfyngedig", "cwmni cyfyngedig cyhoeddus" or "Partneriaeth Atebolrwydd Cyfyngedig" instead of "limited", "public limited company" or "limited liability partnership". Once the register is amended, the company or LLP may file documents in Welsh. A new certificate of incorporation will be issued to the company or LLP to reflect the change.

For more information about resolutions, please see our ['Life of a Company- Event Driven'](#) guide.

4. What about correspondence and telephone calls?

You are welcome to write to Companies House in Welsh and, if we need to write back, our response will be in Welsh.

Companies and LLPs who wish to receive bilingual computer generated letters will have to register for our Welsh Service. To register for this service, please either write or send an email to the address below stating the company name and number along with your full name and in what capacity you act for the company.

Welsh Service & Policy Adviser
Customer Services
Companies House
Crown Way
Cardiff
CF14 3UZ

adavies1@companieshouse.gov.uk

You can also speak to Companies House staff in Welsh by phoning 0303 1234 500 and asking to speak to someone in Welsh. You will then be transferred to a Welsh speaker in line with our [Welsh Language Scheme](#).

Chapter 2

Translations and Bilingual Information

1. What documents can be delivered to Companies House in the Welsh Language?

The Companies Act 2006 allows all documents relating to Welsh companies or LLPs to be drawn up and delivered to Companies House in Welsh, provided the

situation of the registered office is in Wales (as opposed to in England and Wales). On delivery they must be accompanied by a certified translation into English. There are certain exceptions to this requirement which are listed in the following paragraph.

2. What documents can I deliver to Companies House without a certified English translation?

Welsh companies or LLPs may deliver the following documents to Companies House in Welsh without being accompanied by a certified translation into English. The Registrar will then obtain an English translation. Subsequently, both documents will be placed on the public record at the same time. Envelopes that are marked “Welsh documents” will reduce potential delays in obtaining an English translation.

- a company’s memorandum of association
- a company’s articles
- a community interest company report
- a resolution or agreement
- a declaration of a community interest company
- annual accounts and reports
- revised accounts and report and any auditor’s report on revised accounts and reports
- a document required to be appended to group accounts

Note: Statutory forms that are **not** prescribed bilingually must be used where circumstances dictate. Other 'free form' documents that are required to be delivered to Companies House, for example Orders of Court, must be accompanied by a certified translation into English, as must the accounts of traded companies.

Welsh companies or LLPs may deliver a certified translation into Welsh of any document in English that has been or is being delivered to the registrar.

3. Who can 'certify' a translation into English?

The registrar has made rules as to who can certify translations into English of documents originally drawn up and filed in the Welsh Language. Certification must be on the English translation of the document and authenticated by the person giving the certification. Both certification and authentication text must be in black ink or typescript with the authentication located at the end of the

certification. The persons capable of certifying the translated document are as follows:

A director, secretary, LLP member, designated member, administrator, administrative receiver, receiver manager, receiver, liquidator, judicial factor or person authorised ; if applicable, a CIC Manager (appointed under s.47 of the CAICE Act 2004), receiver and manager (appointed under s.18 of the Charities Act 1993).

For more information on registrar's rules please visit our guide '[The Registrar's Rules and Powers](#)' available on our website

4. What statutory documents are available bilingually?

The bilingual documents which can be submitted through the Companies House WebFiling Service are listed in Annex A. Filing on-line is quicker, easier, more secure and cheaper. A Welsh company (a company who have stated that the situation of its registered office is in Wales as opposed to England & Wales) is eligible to submit bilingual form types. You can also download the paper bilingual forms listed in [Annex B](#) from our website.

Chapter 3

Quality of documents

1. What happens to the documents I send to Companies House?

An electronic image is produced of data or documents delivered to Companies House. When a customer searches the company or LLP record, they see the electronic image reproduced online.

This chapter sets out some guidelines to follow when preparing a document for filing at Companies House.

2. How should I set out documents?

Documents filed electronically

Documents filed electronically must comply with the specifications set out by the registrar in his rules on electronic filing. You can find [further information about the rules](#) by visiting our website. The Companies House WebFiling Service has built in checks to ensure that the documents are set out in the correct manner.

Paper documents

Generally, every paper document sent to Companies House must state in a prominent position the registered name and number of the company. There are a few exceptions to this rule, which are set out in the published registrar's rules, which can be found on our website.

Paper documents should be on A4 size, plain white paper with a matt finish. The text should be black, clear, legible, and of uniform density. Letters and numbers must be clear and legible so that we can make an acceptable copy of the document. The following guidelines may help:

When you fill in a form please:

- use black ink or black type
- use bold lettering (some elegant thin typefaces and pens give poor quality copies)
- don't send a carbon copy
- don't use a dot matrix printer
- remember - photocopies can result in a grey shade that will not scan well

When you complete other documents, please remember:

- the points already made relating to completing forms
- to use A4 size paper with a good margin
- to supply them in portrait format (that is with the shorter edge across the top)
- to include the company number and name

3. Where can I find out more about this?

[For further guidance on print requirements](#) please visit our website or [email your enquiry](#) or telephone 0303 1234 500.

Chapter 4

Further Information

1. How do I send information to Companies House?

For full details of all the ways of delivering documents to Companies House, electronically or on paper, please refer to the registrar's rules which appear on our website.

The safest and most secure way to deliver statutory information to Companies House is to use our online filing services. Documents filed electronically receive an automatic email acknowledgement. For more information and for registration details please visit our website.

You can deliver paper documents by hand (personally or by courier) or by the Document Exchange Service to Companies House, Cardiff at any time, including outside office hours, bank holidays and weekends. If you would like to be sent an acknowledgement of receipt, please request it in a covering letter and supply a stamped addressed envelope. We will attach a 'date of receipt' barcode label to the letter and return it.

If you send documents by post, you should address them to:

The Welsh Document Examiners
Companies House
Crown Way
Cardiff
CF14 3UZ
or DX33050 Cardiff 1

Please note: an acknowledgement of receipt does not mean that a document has been accepted for registration at Companies House.

Please Note: Companies House does not accept any statutory documents by fax, PDF (except for electronically filed certified copies of charge instruments) or by email.

2. Do I have to pay to file documents at Companies House?

You do not have to pay a fee for many of the documents that you have to send to Companies House, **but some do require a fee and we will not accept them for registration without it.** For full details you should refer to our [price list](#) .

Annex A

Documents which can be submitted in Welsh through our WebFiling service

Companies Forms	
Appointment of director	AP01c
Appointment of corporate director	AP02c
Appointment of secretary	AP03c
Appointment of corporate secretary	AP04c
Change of director's details	CH01c
Change of corporate director's details	CH02c
Change of secretary's details	CH03c
Change of corporate secretary's details	CH04c
Termination of appointment of director	TM01c
Termination of appointment of secretary	TM02c
Election to keep information from register of directors on the central (public) register	EH01c
Withdrawal of election to keep information from register of directors on the central (public) register	EW01c
Election to keep information from register of directors' residential addresses on the central (public) register	EH02c
Withdrawal of election to keep information from register of directors' usual residential addresses on the central (public) register	EW02c
Election to keep information from register of secretaries on the central (public) register	EH03c
Withdrawal of election to keep information from register of secretaries on the central (public) register	EW03c
Change of accounting reference date	AA01c
Annual Return (for Annual Returns with a made up date on or before 29 th June 2016 only)	AR01c
Return of allotment of shares	SH01c

Change of registered office address	AD01c
Notification of single alternative inspection location (SAIL)	AD02c
Change of location of the company records to the single alternative inspection location (SAIL)	AD03c
Change of location of the company records to the registered office	AD04c
Application to register a company via Web Incorporation Service	IN01c

Please note: These forms are available from Companies House website.

Annex B

Documents which can be submitted bilingually on paper

Companies Forms	
Appointment of director	<u>AP01c</u>
Appointment of corporate director	<u>AP02c</u>
Appointment of secretary	<u>AP03c</u>
Appointment of corporate secretary	<u>AP04c</u>
Change of director's details	<u>CH01c</u>
Change of corporate director's details	<u>CH02c</u>
Change of secretary's details	<u>CH03c</u>
Change of corporate secretary's details	<u>CH04c</u>
Termination of appointment of director	<u>TM01c</u>
Termination of appointment of secretary	<u>TM02c</u>
Election to keep information from register of directors on the central (public) register	<u>EH01c</u>
Withdrawal of election to keep information from register of directors on the central (public) register	<u>EW01c</u>
Election to keep information from register of directors' residential addresses on the central (public) register	<u>EH02c</u>
Withdrawal of election to keep information from register of directors' usual residential addresses on the central (public) register	<u>EW02c</u>
Election to keep information from register of secretaries on the central (public) register	<u>EH03c</u>
Withdrawal of election to keep information from register of secretaries on the central (public) register	<u>EW03c</u>
Change of accounting reference date	<u>AA01c</u>
Annual Return (for Annual Returns with a made up date on or before 29 th June 2016 only)	<u>AR01c</u>
Confirmation Statement	<u>CS01c</u>

Return of allotment of shares	<u>SH01c</u>
Application to register a company	<u>IN01c</u>
Exemption from requirement as to the use of “limited” or “cyfyngedig” on change of name	<u>NE01c</u>
Notice of change of name by resolution	<u>NM01c</u>
Change of registered office address	<u>AD01c</u>
Notification of single alternative inspection location (SAIL)	<u>AD02c</u>
Change of location of the company records to the single alternative inspection location (SAIL)	<u>AD03c</u>
Change of location of the company records to the registered office	<u>AD04c</u>
Notice to change the situation of an England and Wales company or a Welsh company	<u>AD05c</u>
Striking off application by a company	<u>DS01c</u>
Withdrawal of striking off application by a company	<u>DS02c</u>
Limited Liability Partnerships Forms	
Change of accounting reference date of a Limited Liability Partnership (LLP)	<u>LL AA01c</u>
Change of registered office address of a Limited Liability Partnership (LLP)	<u>LL AD01c</u>
Notification of the single alternative inspection location (SAIL) of a Limited Liability Partnership (LLP)	<u>LL AD02c</u>
Change of location of the records to the single alternative inspection location (SAIL) of a Limited Liability Partnership (LLP)	<u>LL AD03c</u>
Change of location of the records to the registered office of a Limited Liability Partnership (LLP)	<u>LL AD04c</u>
Notice to change the situation of an England and Wales Limited Liability Partnership or a Welsh Limited Liability Partnership (LLP)	<u>LL AD05c</u>
Appointment of member of a Limited Liability Partnership (LLP)	<u>LL AP01c</u>
Appointment of corporate member of a Limited Liability Partnership (LLP)	<u>LLAP02c</u>
Change of details of a member of a Limited Liability Partnership (LLP)	<u>LL CH01c</u>
Change of details of a corporate member of a Limited Liability Partnership (LLP)	<u>LL CH02c</u>

Termination of appointment of member of a Limited Liability Partnership (LLP)	<u>LL TM01c</u>
Election by a Limited Liability Partnership (LLP) to keep information from register of members on the central (public) register	<u>LL EH01c</u>
Withdrawal by a Limited Liability Partnership (LLP) of election to keep information from register of members on the central (public) register	<u>LL EW01c</u>
Election by a Limited Liability Partnership (LLP) to keep information from register of members' residential addresses on the central (public) register	<u>LL EH02c</u>
Withdrawal by a Limited Liability Partnership (LLP) of election to keep information from register of members' usual residential addresses on the central (public) register	<u>LL EW02c</u>
Annual Return of a Limited Liability Partnership (LLP) (for Annual Returns with a made up date on or before 29 th June 2016 only)	<u>LL AR01c</u>
Confirmation Statement of a Limited Liability Partnership (LLP)	<u>LL CS01c</u>
Notice of change of status of a Limited Liability Partnership (LLP)	<u>LL DE01c</u>
Application for incorporation of a Limited Liability Partnership (LLP)	<u>LL IN01c</u>
Notice of change of name of a Limited Liability Partnership (LLP)	<u>LL NM01c</u>
Striking off application by a Limited Liability Partnership (LLP)	<u>LL DS01c</u>
Withdrawal of striking off application by a Limited Liability Partnership (LLP)	<u>LL DS02c</u>

how to contact us

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contact centre: **0303 1234 500**

(for training and quality purposes your call may be monitored)

mini-com: 029 2038 1245

enquiries@companieshouse.gov.uk

www.gov.uk/companieshouse

Cardiff: Companies House
Crown Way
Cardiff CF14 3UZ

Edinburgh: Companies House
4th Floor, Edinburgh Quay 2
139 Fountainbridge
Edinburgh EH3 9FF

London: Companies House
4 Abbey Orchard Street
Westminster
London SW1P 2HT

Belfast: Companies House
Second Floor
The Linenhall
32-38 Linenhall Street
Belfast
Northern Ireland BT2 8BG