



Companies House

Companies House  
Crown Way  
Cardiff CF14 3UZ

T 0303 1234 500  
E [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)  
Twitter @CompaniesHouse  
DX 33050 Cardiff

[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

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CRANFORDS TRUSTEES LIMITED

UNITY BAY C38 LIMITED

International House Constance Street London

Constance Street

London

E16 2DQ



## Guidance for businesses

We understand that this is a difficult time and we're committed to supporting businesses during the coronavirus (COVID-19) outbreak. Visit our website for guidance: [gov.uk/companieshouse](http://gov.uk/companieshouse)

Our ref. 09248506 /DEF3R(AR)  
Date 21 May 2020

## STATUTORY NOTICE - OVERDUE CONFIRMATION STATEMENT

The following statutory document(s) is/are overdue and **must** be delivered to Companies House even if your company has not traded.

### CONFIRMATION STATEMENT(S) DATED 31/03/2020

- Since we sent our previous notice of 29/04/2020 to your registered office the overdue document(s) has/have not been delivered. We stated that we would begin the statutory process (as set out in the 2006 Companies Act) which could lead to the company being removed from the register, if the documents were not delivered within 14 days or we were not notified in writing that the company was still required.
- If you want to keep your company registered you must deliver the overdue document(s) to Companies House within 14 days of this notice.
- If you are unable to meet this deadline you must confirm **in writing** that your company is required (via letter to the above address or e-mail to [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)). Failure to comply may result in the directors being prosecuted, receiving a criminal record and a potential unlimited fine.
- If you are content for your company to be removed from the register there is no need to respond to this notice. In this case a notice of intention to remove the company will be published in the London Gazette. A further notice will be published approximately 2 months later at which time the company will be struck-off and dissolved. Please be aware that if we do remove the company your personal obligations as directors would remain and any company bank accounts would be frozen.
- You can deliver your confirmation statement online via our Web Filing service, which has built in checks to ensure that you get it right first time. In order to use the service you need to register for an authentication code which can only be sent by post to the registered office and may take up to five days to arrive. Further information can be found on our website: [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse).

We are experiencing delays in processing paper forms due to the impact of coronavirus (COVID-19). You can close your company online to help us process your application as quickly as possible. You'll need your company's authentication code. [www.companieshouse.gov.uk/close](http://www.companieshouse.gov.uk/close)

