

## START HERE

Your company is no longer viable or useful. It has no/few assets or insolvency actions pending. You want to get rid of the reporting and compliance work. The board of directors has decided to seek voluntary dissolution.

## VISIT COMPANY RESCUE WEBSITE

Use CompanyRescue website for more information. Elect to buy Dissolution Programme. Download Programme to file.

## HOLD BOARD MEETING 1

Save programme to PC and produce paper lever arch file for storing all information. Hold Board meeting 1; agree has ceased or to cease trading for 3 months. Dispose of any stock and assets.

## DS01 APPLICATION FORM

Three months after board meeting 1, prepare the application form (DS01). Copy form to file.

## PROCEEDS

If bank has security and charges over assets, proceeds of sales to bank. If no security, proceeds used to pay creditors pro-rata. See programme for more details.

## UNDERSTAND THE PROGRAMME

Read and understand dissolution programme in full, if not email for advice. Compile list of all creditors, shareholders and officers. Obtain all addresses & DS01 form from Companies House.

## DO YOU NEED A PROFESSIONAL?

Consider if a professional valuer is required to value assets. If no value, ignore this step!

## PREPARE LETTERS

Prepare letter to ALL creditors, shareholders and officers of the company. Use letter template 1 in your programme.

## SEND LETTER & DS01 FORM

Send letter and copy of DS01 form to ALL recipients. COPY all letters to your paper and PC file.

## IMPORTANT

**Remember to enclose the Companies House filing fee as a cheque or postal order.**

## IMPORTANT

Have you written to every creditor? Every shareholder and every director of the company? If not make sure this is done within 7 days of form submission. **It is a criminal offence not to copy ALL.**

## REPLIES RECEIVED

Registrar replies. Form accepted or rejected

## FORM IS ACCEPTED

### NOTICE ADDED

Registrar will put notice on Company's record, send acknowledgment to submitter's address, and registered office.

### OBJECTIONS

Any creditor, officer or shareholder can object over next 3 months. Keep all correspondence in your files.

### NO OBJECTIONS?

If no objections company is struck off register and notice placed in London Gazette. All assets remaining become property of the crown.

### HOLD BOARD MEETING

Board meeting 3 is held, resign as director and officers. Keep file in safe place!

## FORM IS REJECTED

### AMEND ERRORS

If the form is rejected, amend errors, copy new form to ALL recipients. Re-submit to Registrar.

### OBJECTIONS

If still rejected, or creditors objects; hold board meeting. Resolve to seek voluntary liquidation or await compulsory liquidation.

### SUBMIT ACCOUNTS

You must submit accounts and annual return or you may face a fine/criminal record.

IF THEN ACCEPTED