

## Keeping Accurate and Up To Date Statutory Records to Avoid Prosecution

Directors can be and often are prosecuted for non-compliance with the Companies Act, particularly in respect of maintenance of statutory records, and the filing of accounts and confirmation statements. Such offences in default of the Companies Act are criminal matters and are taken very seriously by the Courts, carrying severe fines, disqualification or even prison sentences.

Over the last five years there have been over 7000 prosecutions each year resulting in legal action taken by Companies House against UK companies and their directors in connection to offences under the Companies Act, of which nearly half resulted in convictions against the directors themselves.

The Companies Act requires that all companies maintain comprehensive statutory registers and minute books, which record details of company structure in respect of officers and shareholders. This is something often overlooked by many company directors, but it is a criminal offence not to maintain such records.

Any change of directors, company secretary, registered office or allotment of shares, along with numerous other events, must be recorded in the company minute books, and various official forms and resolutions lodged at Companies House. There are also annual filings such as confirmation statements and annual financial statements which have strict deadlines for filing. Time limits for many events are very often as little as 14 days. This also applies to any change of a director's residential address whether or not that information is available on the public register.

Upon incorporation, Company Registrations Online provides your company documents fully completed in accordance with these regulations. However, should any changes occur, it is important that these records are properly maintained. We provide a comprehensive Managed Company Secretarial Service to assist in this respect, and we would urge you to consider this facility to ensure that your company records are correctly maintained and remain up to date with current regulations.