

What's New in Latest Release

Build 14...

This release includes changes required as a result of the implementation of Companies Act 2006 changes on 1st October 2009. The new version of the software includes the ability to record "service addresses" and support for new Companies House forms. On 1st October 2009, Companies House are switching from their email based "tag" eFiling system to a completely rewritten "XML" system and this latest software release includes support for the new Companies House system – please see **Electronic Filing** below.

- **Company Forms** - All "paper" company forms have been completely redesigned by Companies House in order to comply with legislative changes and all form numbers will be changed from 1st October 2009 (eg. Annual Return Form 363a becomes Form AR01). The "old" style forms will continue to be used after 1st October 2009 to the extent that they relate to matters prior to that date and the software will allow for this (eg. an Annual Return made up to 30 September 2009 must be produced on an "old" style Form 363a).

The image shows a thumbnail of the AR01 Annual Return form. It is a structured form with various sections for company details, return date, and business activity. The form is titled 'AR01 Annual Return' and includes instructions for completion.

Old Form Number Pre - October 2009	New Form Number 1st October 2009 onwards	Description
123	N/A	Increase Nominal Capital
190	AD02 / AD03 / AD04	Location Register of Debenture Holders (old) Notification of Single Alternative Inspection Location (SAIL) / Change records to/from SAIL (new)
225	AA01	Change Accounting Reference Date
287	AD01	Change Registered Office Address
288a	AP01 / AP02 / AP03 / AP04	Appointment of Director/Secretary
288b	TM01 / TM02 / TM03 / TM04	Resignation of Director/Secretary
288c	CH01 / CH02 / CH03 / CH04	Change of Details of Director/Secretary
318	AD02	Location of Directors Service Contracts
353	AD02	Location of Register of Members
363a	AR03	Annual Return
88(2)	SH01	Return of Allotment of Shares

- **Residential Address** - For directors, their usual residential address will continue to be held on Companies House records but from 1st October 2009 they will not be placed on the public record. From 1st October 2009, company secretaries will not file their residential address at Companies House. We understand from Companies House that any historic details of residential addresses will remain on the public record.
- **Service Address** - The Service Address is an address that must, from 1st October 2009, be recorded and filed at Companies House and will be placed on the public record. The Service Address may be the director's or company secretary's residential address or an alternative address specified and registered at Companies House. Initially, we understand that any existing directors or secretaries will have their Service Address set by Companies House to their previously registered Residential Address.

The software will allow you to specify that the Service Address is:

- The same as the Residential Address
- At the Company's Registered Office
- At another specified address
- **Directors' Other Directorships** - "Other Directorship" details are no longer required to be filed at Companies House but will continue to be recorded within the software.

- **Authorised Share Capital** - The concept of authorised share capital no longer applies after 1st October 2009. The software will continue to allow the entry of this information against each share type but it is not compulsory.
- **Electronic Filing** - With effect from 1st October 2009, Companies House is changing its eFiling system from their email based "tag" communication system to secure "XML" communication direct with Companies House servers.

You need to ensure that you have:

- Subscribed to the eFiling Module within the software (to check, click on File > Subscription Details & Preferences)
- Opened a "Companies House Electronic Filing Service Credit Account"
- Entered details of the above account for each presenter that will be eFiling
- Performed a "Comms Test" with Companies House (see Testing..... below)

There is much confusion with regard to which Companies House account is required. Below is a table of which account is required for each module within the software:

Software Function	Optional Module Required	Requires "Electronic Filing Service Credit Account"	Requires "XML Gateway 'Output' Account"
eFiling Company Forms	eFiling Module	*	
Companies House "Basic" data check	Standard Function		
Companies House Filing History	Standard Function		
Companies House "Bulk" data check of multiple companies	Companies House Data Check Plus Module		*
Download document image from filing history	Companies House Data Check Plus Module		*
Companies House "Detailed" data check of directors, secretaries, members etc.	eFiling Module	*	

An application form for an **Electronic Filing Service Credit Account** can be downloaded from <http://www.companieshouse.gov.uk/toolsToHelp/pdf/ofscaa.pdf>

NB. Please note that email communication is still used by the software for the purposes of "Authority2File" communications with clients.

Testing that your systems work with the new "XML" eFiling system

- Go to **File > Presenter Details** and change the eFiling method of **all** presenters who eFile to XML.
- To test the XML communications for a presenter:
 - Click on **File > Presenter Details**
 - Open the required presenter
 - Click on **eFiling Tab**
 - Ensure that the eFiling Method is set to **XML**
 - Click on **"Perform Comms Test with Companies House"** button
 - If you get any errors then you will need to investigate the cause - the most common problem being security/firewall software or proxy server preventing communication

Technical Information:

- The new communication with Companies House performs an "HTTPS POST" to <https://xmlgw.companieshouse.gov.uk/v1-0/xmlgw/Gateway> using the usual "Port 443".
- **If you experience "communication errors"** - If you experience "communication errors" under the new XML system, this is most likely to be caused by your firewall or proxy server not allowing communication with the Companies House secure gateway.

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