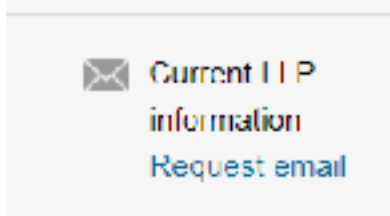
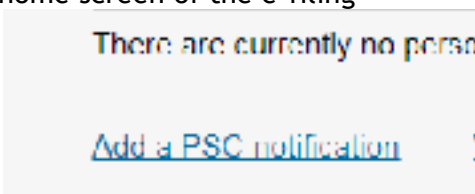


TaxGo Guide to Confirmation Statement

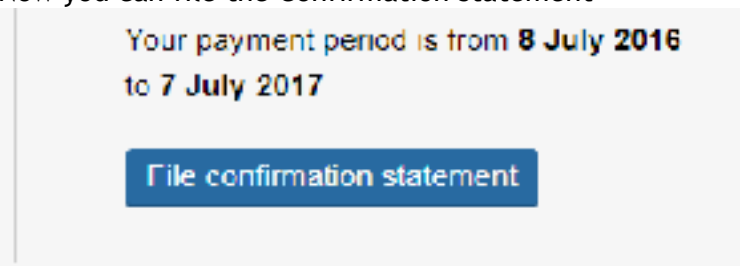
1. Go onto Companies House e-filing website - <https://ewf.companieshouse.gov.uk/>
2. Register yourself, if not already, need to enter email address and a password you will then get an email of confirmation.
3. Once you have entered your email address and password, you then need to enter the registered number and the authentication code.
4. When you have logged on you need to press request email



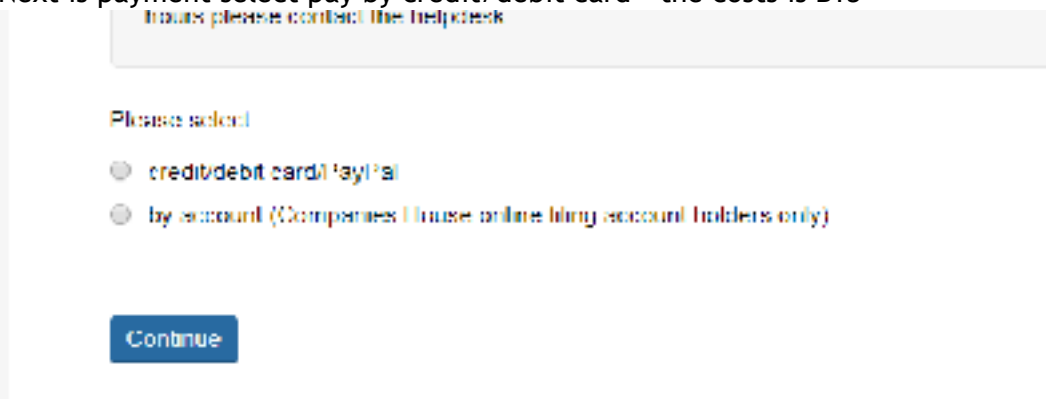
5. You will then get an email from Companies House within 5-10 minutes, the attachment on the email shows all the information Companies House currently have. You need to check that this is all correct and if there are any changes to be made these need to be done before you file the confirmation statement.
6. Now you need to add any PSCs (people with significant control). This is on the home screen of the e-filing



7. Enter all personal details for all PSCs, including why the person has significant control. Companies House will then send confirmation email that each have been accepted.
8. Now you can file the Confirmation statement



9. Follow through all steps ensuring information is correct - then press submit
10. Next is payment select pay by credit/debit card - the costs is £13



11. Acknowledgement email will come through then a confirmation/rejection email will come through from Companies House.