


guidelines for completing Form 652a - Application to Strike Off

We **strongly advise** that you read these guidelines before completing this form. Please use the checklist after completion. Please ensure that the company is eligible to apply for dissolution before completing this form.

Public Limited Companies, Limited Liability Partnerships or companies already in the process of being dissolved by the Registrar are not eligible to file form 652a. Click [here](#) to access Form LLP652a Application for striking off a Limited Liability Partnership.

You can check the status of the company with us before applying, please call the Companies House Contact Centre on 0303 1234 500 or check online [here](#).

652a



Application for striking off

Please complete in typescript, or in bold black capitals
CHFP000

Company Number

Company Name In Full

I/We as **DIRECTOR(S)** apply for this company to be struck off the register.

In the past three months the company has not:

- traded or otherwise carried on business, or changed its name;
- disposed of for value any property or rights which it would have disposed of for value in the normal course of trading or carrying on business; or
- engaged in any other activity except for the purpose of making this application, settling its affairs or meeting a statutory requirement.

This company is not the subject of, nor the proposed subject of, insolvency proceedings or a section 425 scheme.

I/We enclose the fee of £10 (made payable to Companies House).

Director signatures (use continuation sheet if necessary).

Name of Director	<input type="text"/>	<input type="text"/>
Signed	<input type="text"/>	Date <input type="text"/>
Name of Director	<input type="text"/>	<input type="text"/>
Signed	<input type="text"/>	Date <input type="text"/>
Name of Director	<input type="text"/>	<input type="text"/>
Signed	<input type="text"/>	Date <input type="text"/>

Company Name

Company Address

Tel

DX number **DX exchange**

Companies House receipt date **Barcode**

has been provided free of Charge by Companies House.

When you have signed the form send it to the Registrar of Companies at:
 Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff
 for companies registered in England and Wales
 or
 Companies House, 139 Fountainbridge, Edinburgh, EH3 9FF
 for companies registered in Scotland DX 235 Edinburgh
 or LP - 4 Edinburgh 2

Complete in typescript or in bold black capitals.

Enter your company number and company name in full, as shown on your certificate of incorporation or, if applicable, your change of name certificate.

Ensure you have enclosed the £10 filing fee. Cheques must be made payable to 'Companies House'.

Print full name(s) of current directors and sign and date.

Ensure the required number of current directors have signed the form:

- sole director
- both directors, if there are two
- the majority, if there are more than two

Enter details here to be contacted in the event of a query.

Companies registered in England and Wales should send form 652a to this address.

Companies registered in Scotland should send form 652a to this address.

Form 652a - Checklist

FILING FEE

■ **Have you enclosed the £10 filing fee?**

- Cheques must be made payable to 'Companies House'.
- If the £10 fee has been paid previously, cheque details will be needed in order to transfer the fee payment - cheque number, sort code, account number and date of payment.

COMPANY NUMBER & NAME

- These details must correspond with those shown on your 'Certificate of Incorporation' or, if applicable, your 'Change of Name Certificate'.

DIRECTOR SIGNATURES

- Have the required number of **current** directors signed the form? Please ensure that those who sign the form are **current** directors. (Order current appointments report by clicking [here](#))
- The form must be signed and dated by:
 - the sole director, if there is only one;
 - by both, if there are two; or
 - by the majority, if there are more than two.
- If more than 3 directors need to sign the form, a 652a continuation sheet must also be filed. Click [here](#) to access form 652a cont.

DIRECTOR CHANGES

- If there have been any changes amongst the company's officers, or in their particulars, the following form(s) must be filed (to view these forms please click on the following links):
 - 288a New Appointment (click [here](#))
 - 288b Termination of Appointment (click [here](#))
 - 288c Change of Particulars (click [here](#))

DATES

- Have all the signatures been dated?

PRESENTER DETAILS

- Have the presenter's contact details (name, address and telephone number) been entered?

COPIES

- Have you taken a copy of the completed document(s)?
- We retain all acceptable documents sent to Companies House.
- **Within seven days of sending Form 652a to the Registrar, you must provide copies of the form to any creditors, members or notifiable parties.**

POSTING

- **Please ensure the £10 fee has been enclosed before posting.**
- Click [here](#) to view the Companies House postal address. Applications for Scottish companies must be sent to Companies House, Edinburgh.

GUIDANCE BOOKLETS

- Click [here](#) to view Strike off, Dissolution and Restoration – GBW2
- Click [here](#) to view Strike off, Dissolution and Restoration (Scotland) – GBW2(S)
- Click [here](#) for information related to 'Delivery of Documents to Companies House'.