

Registered number  
08119885 (England and Wales)

Africa Check C.I.C  
Report and Financial Statements  
31 December 2016

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COMPANIES HOUSE

**Africa Check C.I.C**  
**Report and accounts**  
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**Africa Check C.I.C**  
**Company Information**

**Directors**

R Frimpong FCCA  
R Holloway  
N Tallett  
E Chinje  
A Harber  
S Msimang  
K Bezuidenhout

**Secretary**

P Cunliffe-Jones

**Independent Auditors**

Knox Cropper  
8/9 Well Court  
London  
EC4M 9DN

**Bankers**

HSBC  
210 High Holborn  
London  
WC1V 7HD

**Solicitors**

Bates Wells & Braithwaite  
2-6 Cannon Street  
London  
EC4M 6YH

**Registered office**

3rd Floor, 2 Carlton Gardens  
St James's  
London  
SW1Y 5AA

**Registered number**

08119885 (England and Wales)

**Africa Check C.I.C**

Registered number:

08119885 (England and Wales)

**Directors' Report**

The directors present their report and financial statements for the year ended 31 December 2016.

**Legal information**

The Company was incorporated on 26th June 2012 in England and Wales as a company limited by guarantee under the Companies Act (Registration No. 08119885). The Company has subsequently been incorporated as a Community Interest Company on 27th September 2013.

**Principal activities**

The object of the company is to promote accuracy in public debate and the media in Africa, doing this not for profit but for the public good. The principal activity of the company is the operation of the company's website, [www.africacheck.org](http://www.africacheck.org), on which it both publishes reports investigating the accuracy of claims made by leading public figures and the media in Africa and also provides advice, information, support and encouragement to other media and civil society organisations so that they can fact-check claims for themselves.

The main focus of the company's work in 2016 was the development of this fact-checking operation.

**Review of business**

During the year from 1 January 2016 to 31 December 2016, the company published a total of more than 240 reports fact-checking hundreds of claims made by public figures, institutions and the media in South Africa, and Senegal; 57% more than in the previous year while media appearances leapt by 72% to more than 430. The reports exposed a series of misleading pre-election claims made by the three main political parties ahead major municipal elections in South Africa August, and debunked false claims on economic and political topics by politicians on all sides in Senegal. A new section of the Company's website fact-checked dozens of claims about health topics, exposing the false claims of promoters of fake AIDS cures and misleading statements made by various politicians about the prevalence of different diseases. In June, the Company launched Africa's first regular weekly fact-checking radio programme, in a partnership with South African radio station PowerFM, reaching 150,000 new listeners, and followed that in September with a fortnightly programme in French in Senegal. The direct website audience grew by 35.5% to more than 1.2 million in 2016, climbing to an average of just over 101,000 unique users per month; up from just under 75,000 in 2015. The audience reached via media partnerships is considerably higher.

In March 2016, the Africa Check Executive Director left his then employer to run Africa Check full time, after securing a 1-to-3-year fellowship with the Shuttleworth Foundation, an international philanthropic organisation. The fellowship provided the director with a grant to cover his Africa Check salary over 12 months, and to provide substantial funding to develop Africa Check as an organisation. The Company moved its London office to share an address with UK fact-checking organisation FullFact; a mutually beneficial arrangement allowing for professional collaboration. In December 2016, the Executive Director secured a second year of fellowship. He became an official employee of Africa Check in August 2016.

## **Africa Check C.I.C**

Registered number:

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### **Directors' Report**

With the new funding provided by Shuttleworth and other new donors including the Bill & Melinda Gates Foundation, and the South African organisation Social Justice Initiative, the Company was able to expand its staffing and activities. As a first step, Mr Rajan Thevasagayam was engaged as Finance Manager from August 2016 onwards to strengthen financial management. Then in September, Mr Noko Makgato was appointed as Deputy Director in Johannesburg; a key role in developing the Company's editorial and business operations. The editorial team in South Africa and Senegal were strengthened at the same time and in November, the Company opened a new office in Nigeria. These appointments, and the more recent January 2017 opening of a new office in Kenya, will significantly increase both output and audience in 2017. Meanwhile, as part of the development of the organisation, staff in the South Africa office became full employees of Africa Check Trust in April 2016. Africa Check Trust registered as a tax-paying employer organisation to effect this change.

Over the course of the year, Africa Check's commercial TRI Facts unit launched a series of training and research projects, bringing in more than £30,000 of unrestricted earned income. The largest single operation was a project focused on combatting misperceptions around migration in South Africa, carried out for the Open Society Foundation for South Africa. This earned income has been allocated to build up a first proper financial reserve for the organisation.

At the global level, Africa Check became in 2016 a member of the board of the International Fact-Checking Network, a US-based organisation that represents the majority of the most respected non-partisan fact-checking organisations worldwide. Understanding of the importance of non-partisan fact-checking of public debate and the media grew sharply worldwide in 2016 following controversies around misleading claims put forward by different sides in both the UK's "Brexit" referendum and the US presidential election.

#### **Future developments**

Looking ahead, plans for 2017 include developing the output of the Company's new offices in Nigeria and Kenya, deepening of engagement in other countries, developing the website, and a further significant development of the earned income operation TRI Facts. It is also intended that Africa Check will stage a conference in Johannesburg at the end of the year, bringing key players together to discuss the development of fact-checking across the continent.

#### **Directors**

The following persons served as directors during the year:

R Frimpong FCCA  
R Holloway  
N Tallett  
E Chinje  
A Harber  
S Msimang  
K Bezuidenhout

Other changes in directors holding office are as follows:

K Bezuidenhout - appointed 15 February 2016

#### **Results**

The surplus on donations received was £69,218 (2015: deficit £30,263). These funds will be used to continue to support the company's activities in year. No dividends have been paid or are proposed (31 December 2015: £nil).

**Africa Check C.I.C**

Registered number:

08119885 (England and Wales)

**Directors' Report**

**Directors' responsibilities**

The directors are responsible for preparing the report and financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (Financial Reporting Standard 102 and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.


**Disclosure of information to auditors**

Each person who was a director at the time this report was approved confirms that:

- so far as he is aware, there is no relevant audit information of which the company's auditor is unaware; and
- he has taken all the steps that he ought to have taken as a director in order to make himself aware of any relevant audit information and to establish that the company's auditor is aware of that information.

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

This report was approved by the board on 13<sup>th</sup> July, 2017 and signed on its behalf.

  
R Frimpong FCCA  
Director

**Africa Check C.I.C**  
**Independent Auditors' Report**  
**to the members of Africa Check C.I.C**

We have audited the financial statements of Africa Check C.I.C for the year ended 31 December 2016 which comprise the Statement of Comprehensive Income (incorporating Income Statement), the Statement of Financial Position, the Statement of Changes in Equity, the Statement of Cash Flows and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland'.

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of directors and auditors**

As explained more fully in the Statement of Directors' Responsibilities, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

**Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Directors' Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**Opinion on the financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 December 2016 and of its surplus for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, including FRS 102 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland'; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Opinion on other matters prescribed by the Companies Act 2006**

In our opinion the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

**Africa Check C.I.C  
Independent Auditors' Report  
to the members of Africa Check C.I.C**

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption from the requirement to prepare a Strategic Report or in preparing the Directors' Report.

*Kevin Lally*

Kevin Lally  
(Senior Statutory Auditor)  
for and on behalf of  
Knox Cropper  
Accountants and Statutory Auditors

8/9 Well Court  
London  
EC4M 9DN

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*13<sup>th</sup> July 2017*



**Africa Check C.I.C**  
**Statement of Comprehensive Income**  
**(incorporating Income Statement)**  
**for the year ended 31 December 2016**

	Notes	2016 £	2015 £
<b>Income</b>			
Earned income	2	30,137	6,168
Income from grants and donations	3	442,701	150,507
Direct costs	4	(321,761)	(153,655)
<b>Gross surplus</b>		<u>151,077</u>	<u>3,020</u>
Administrative expenses	5	(81,868)	(33,293)
<b>Operating surplus/(deficit)</b>		<u>69,209</u>	<u>(30,273)</u>
Interest receivable		9	10
<b>Surplus/(deficit) on ordinary activities before taxation</b>		<u>69,218</u>	<u>(30,263)</u>
Tax on profit/(loss) on ordinary activities	6	-	-
<b>Surplus/(deficit) for the financial year</b>		<u>69,218</u>	<u>(30,263)</u>

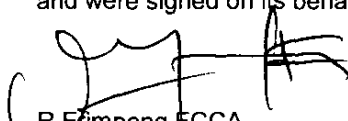
**Africa Check C.I.C**  
**Statement of Financial Position**  
**as at 31 December 2016**

	Notes	2016 £	2015 £
<b>Current assets</b>			
Debtors	7	20,061	-
Cash at bank and in hand		154,795	72,789
		<u>174,856</u>	<u>72,789</u>
<b>Creditors: amounts falling due within one year</b>			
	8	(103,053)	(70,204)
<b>Net current assets</b>		<u>71,803</u>	<u>2,585</u>
<b>Net assets</b>		<u>71,803</u>	<u>2,585</u>
<b>Capital and reserves</b>			
Income and expenditure account	9	71,803	2,585
<b>Total equity</b>		<u>71,803</u>	<u>2,585</u>

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board of Directors on  
and were signed on its behalf by:

*13<sup>th</sup> July, 2017*

  
R Fimpong FCCA  
Director

Approved by the board on

*13<sup>th</sup> July, 2017*

Registered number: 08119885 (England and Wales)

**Africa Check C.I.C**  
**Statement of Changes in Equity**  
**for the year ended 31 December 2016**

	<b>Income and Expenditure account £</b>
<b>At 1 January 2015</b>	32,848
Deficit for the financial year	(30,263)
<b>At 31 December 2015</b>	<u>2,585</u>
<b>At 1 January 2016</b>	2,585
Surplus for the financial year	69,218
<b>At 31 December 2016</b>	<u>71,803</u>

**Africa Check C.I.C**  
**Statement of Cash Flows**  
**for the year ended 31 December 2016**

	Notes	2016 £	2015 £
<b>Operating activities</b>			
Surplus/(deficit) for the financial year		69,218	(30,263)
Adjustments for:			
Interest receivable		(9)	(10)
Tax on surplus/(deficit) on ordinary activities		-	-
Increase in debtors		(20,061)	-
Increase in creditors		32,849	47,209
		<u>81,997</u>	<u>16,936</u>
Interest received		9	10
Cash generated by operating activities		<u>82,006</u>	<u>16,946</u>
<b>Net cash generated</b>			
Cash generated by operating activities		82,006	16,946
Net cash generated		<u>82,006</u>	<u>16,946</u>
Cash and cash equivalents at 1 January		<u>72,789</u>	<u>55,843</u>
Cash and cash equivalents at 31 December		<u>154,795</u>	<u>72,789</u>
Cash and cash equivalents comprise:			
Cash at bank		<u>154,795</u>	<u>72,789</u>

**Africa Check C.I.C**  
**Notes to the Financial Statements**  
**for the year ended 31 December 2016**

**1 Summary of significant accounting policies**

***Basis of preparing the financial statements***

The financial statements of the C.I.C, which is a public benefit entity under FRS 102, have been prepared under the historical cost convention and in accordance with section 1A of FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland.

***Income***

Grant income which is subject to performance conditions is taken into account when the grant has been earned. In particular, where grants are funding salaried posts, the grant is recognised over the period the post is funded. Services rendered are recognised on a receivable basis when the services had been provided.

***Basic Financial Instruments***

The CIC only has financial assets and liabilities of a kind that qualify as basic financial instruments, for example debtors, cash at bank and creditors. These are initially recognised at transaction value and subsequently valued at settlement value.

***Foreign currency translation***

Assets and liabilities in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are translated into sterling at the rate of exchange ruling at the date of transaction. Exchange differences are taken into account in arriving at the operating result.

<b>2 Earned income</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Services rendered	30,137	6,168
<b>3 Income from grants and donations</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Grants and donations	423,036	150,507
Pro bono services	19,665	-
	442,701	150,507

Pro bono services are for the Executive Director of Africa Check CIC, who was seconded to Africa Check CIC without charge for the three months period to March 2016. He was subsequently employed by Africa Check CIC, his remuneration being funded by grant income.

In the previous year the services of Executive Director were also provided without charge. However, an estimate of this benefit has not been calculated.

**Africa Check C.I.C**  
**Notes to the Financial Statements**  
**for the year ended 31 December 2016**

<b>4 Direct costs</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Content development	166,756	90,789
Project costs	19,004	-
Fact-Checking Awards	12,400	1,629
Website and promotion	40,886	23,873
Travel	15,748	8,393
Business development & services	66,967	28,971
	<u>321,761</u>	<u>153,655</u>
<b>5 Administration costs</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Office costs	20,665	5,088
Governance costs	70,623	13,261
Finance cost & exchange and translation (gains)/losses	(9,420)	14,944
	<u>81,868</u>	<u>33,293</u>
<b>6 Taxation</b>		
No liability to UK corporation tax arose on ordinary activities for the year ended 31 December 2016 nor for the year ended 31 December 2015.		
<b>7 Debtors</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Other debtors	<u>20,061</u>	<u>-</u>
During the year, the Shuttleworth Trust awarded a bursary to Peter Cunliffe-Jones, Executive Director, to fund his role at Africa Check CIC with amounts being paid directly to him by the Trust. The amount of debtors is the balance paid in advance to the Executive Director under this award and will be offset against salary payable to him in 2017.		
<b>8 Creditors: amounts falling due within one year</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Trade creditors	3,053	1,800
Accruals and deferred income	100,000	68,404
	<u>103,053</u>	<u>70,204</u>
<b>9 Income and expenditure account</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
At 1 January	2,585	32,848
Surplus/(deficit) for the financial year	69,218	(30,263)
	<u>71,803</u>	<u>2,585</u>
At 31 December		

**Africa Check C.I.C**  
**Notes to the Financial Statements**  
**for the year ended 31 December 2016**

**10 Related party transactions**

The Executive Director received a bursary from the Shuttleworth Foundation to enable him to perform his duties at Africa Check CIC. This amount is being treated as a grant receivable by the Africa Check CIC to fund his salary. See details in note 7.

**11 Presentation currency**

The financial statements are presented in Sterling.

**12 Africa Check Trust in South Africa**

Africa Check Trust in South Africa was established under a Trust Deed and is a public benefit organisation in South Africa. Its purpose is to facilitate the work of Africa Check CIC in South Africa. Under the terms of the Trust Deed, Africa Check CIC has the power to appoint and remove Trustees of the South African Trust. The first Trustees are Anton Harber, Robert Holloway and Nicola Tallet , all of whom are Directors of Africa Check CIC. The Trust acts in an agency capacity for Africa Check CIC and all the transactions undertaken by the Trust , and assets held by the Trust, are on behalf of Africa Check CIC.

**13 First year adoption**

There was no transitional adjustment required under FRS 102 adoption.

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# CIC 34

## Community Interest Company Report

For official use  
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Please complete in typescript, or in bold black capitals.

Company Name in full

AFRICA CHECK CIC

Company Number

08119885

Year Ending

31.12.2016

This template illustrates what the Regulator of Community Interest Companies considers to be best practice for completing a simplified community interest company report. All such reports must be delivered in accordance with section 34 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 and contain the information required by Part 7 of the Community Interest Company Regulations 2005. For further guidance see chapter 8 of the Regulator's guidance notes and the alternate example provided for a more complex company with more detailed notes.

N.B. Please enclose a cheque for £15 payable to Companies House.

### **PART 1 - GENERAL DESCRIPTION OF THE COMPANY'S ACTIVITIES AND IMPACT**

In the space provided below, please insert a general account of the company's activities in the financial year to which the report relates, including a description of how they have benefited the community.

**See separate sheet attached.**

(If applicable, please just state "A social audit report covering these points is attached").

(Please continue on separate continuation sheet if necessary.)



## **PART 1 – GENERAL DESCRIPTION OF THE COMPANY’S ACTIVITIES AND IMPACT**

The company was formed in 2012 to promote accuracy in public debate and the media in Africa. In the course of the year to 31 December 2016, we did this primarily by investigating the evidence about some of the key claims in public debate and the media in South Africa, Nigeria, Kenya and Senegal and publishing our findings about their accuracy.

The reports that Africa Check published were made freely available to the media and the wider public via our website and pushed out to media houses for free republication. We also partnered with broadcast media in each of our four main operating countries to discuss our findings on air.

In addition, the company made available on our site impartial factsheets on key topics and guides to reporters on accurate reporting, both activities aimed at further promoting accuracy in debate and the media.

At the same time, a section of the website provided information, advice and tips for the media and civil society in Africa on how to check the accuracy of claims that are made.

In the second half of 2016, for the third year running, we ran an awards programme for the best examples of fact-checking journalism by others in the media in Africa.

Since the organisation was founded in 2012, Africa Check reports have been read by more than 3.5 million visitors to its site, and by millions more on the platforms of other media houses which have re-used our reports.

As a result of our reports, a whole series of misleading claims on important topics of public debate – from the crime rates in South Africa to the level of infrastructure spending in Nigeria, have been exposed as false by Africa Check and information available to the public has been corrected.

**PART 2 – CONSULTATION WITH STAKEHOLDERS** – Please indicate who the company’s stakeholders are; how the stakeholders have been consulted and what action, if any, has the company taken in response to feedback from its consultations? If there has been no consultation, this should be made clear.

**See separate sheet attached.**

*(If applicable, please just state “A social audit report covering these points is attached”).*

**PART 3 – DIRECTORS’ REMUNERATION** – if you have provided full details in your accounts you need not reproduce it here. Please clearly identify the information within the accounts and confirm that, “There were no other transactions or arrangements in connection with the remuneration of directors, or compensation for director’s loss of office, which require to be disclosed” (See example with full notes). If no remuneration was received you must state that “no remuneration was received” below.

**No remuneration was received by any director. There were no other transactions or arrangements in connection with the remuneration of directors, or compensation for directors’ loss of office, which require to be disclosed.**

**PART 4 – TRANSFERS OF ASSETS OTHER THAN FOR FULL CONSIDERATION** – Please insert full details of any transfers of assets other than for full consideration e.g. Donations to outside bodies. If this does not apply you must state that “no transfer of assets other than for full consideration has been made” below.

**No transfer of assets other than for full consideration has been made.**

*(Please continue on separate continuation sheet if necessary.)*

## **PART 2 – CONSULTATION WITH STAKEHOLDERS**

The company's primary stakeholders can be divided into three broad groups: the grant-giving organisations that provide the majority of the company's funding; the media and civil society organisations who make use of the company's work; and the general public who both inform and use the company's work.

In the year to 31 December 2016, the company had funding from the AFP news agency, the Bill & Melinda Gates Foundation, the Open Society Foundation for South Africa (OSF-SA), the Open Society Initiative for West Africa (OSIWA), the Millennium Trust, the Omidyar Network, the Shuttleworth Foundation, and the Social Justice Initiative.

Throughout the year, the company provided a series of reports to keep these donors well informed about how their grants were being spent and the impact of the company's work on public debate.

At the same time, the company liaised closely with media and civil society partners in South Africa, Nigeria, Kenya and Senegal who make use of the company's reports, factsheets and guidelines to maintain good relations and continue to provide a useful service.

A study conducted by independent academic Dr Alan Finlay of perceptions among the media and civil society in South Africa of the company's work, published in February 2017, found that: "All interviewees felt Africa Check played a crucial role in a context where there was a significant amount of misinformation circulating in the public domain. Most attributed this to the current weak state of the country's news media. In this context, Africa Check played an important educational role, empowering citizens to enact democracy," Finlay says in the report.

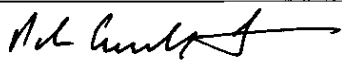
Throughout the year, the company has also consulted closely via its website and social media platforms, with members of the public who visit the website and make use of company reports. The company actively engages, on a daily basis, with members of the public who send in suggestions for reports and promote the reports on their own social media feeds. An example of feedback can be seen on this link: <https://africacheck.org/donate/what-you-say/>

As a sign of how the company responds to feedback from the public, approximately half the company's reports that investigated the veracity of claims made by leading public figures over the course of 2016 were generated in response to suggestions sent in by members of the public.

## PART 5 – SIGNATORY

**The original report must be signed by a director or secretary of the company**

Signed



Date

31/07/17

*Office held: Secretary*

You do not have to give any contact information in the box opposite but if you do, it will help the Registrar of Companies to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Peter Cunliffe-Jones	
c/o 3 <sup>rd</sup> Floor, 2 Carlton Gardens	
London, SW1y 5AA	
Tel 0203 397 5140	
DX Number	DX Exchange

**When you have completed and signed the form, please attach it to the accounts and send both forms by post to the Registrar of Companies at:**

*For companies registered in England and Wales:* Companies House, Crown Way, Cardiff, CF14 3UZ  
DX 33050 Cardiff

*For companies registered in Scotland:* Companies House, 4<sup>th</sup> Floor, Edinburgh Quay 2, 139  
Fountainbridge, Edinburgh, EH3 9FF DX 235 Edinburgh or LP – 4 Edinburgh 2

*For companies registered in Northern Ireland:* Companies House, 2nd Floor, The Linenhall, 32-38  
Linenhall Street, Belfast, BT2 8BG

The accounts and CIC34 **cannot** be filed online

**(N.B. Please enclose a cheque for £15 payable to Companies House)**