

How to Companies House

Our club is a “Private Company Limited by Guarantee”. It is registered as “Windermere Rowing Club Ltd” with a “Company Number 10668734”.

The members of a club are each individually liable for any claims made against the club. In reality, any claimant would go after those members with the deepest pockets i.e. those with unencumbered freehold houses! Such claims are extremely unlikely and we have adequate insurance but there is still a small risk. The fact that the club is incorporated means that it is an entity in its own right and claims would be against the club with each individual member’s liability limited to £1.

The organisation that maintains information about UK companies is Companies House. Anyone can search the database online to find basic details about any company. Go to <https://www.gov.uk/government/organisations/companies-house> and click on “Find Company Information”.

We have a responsibility to keep that information up to date. There are three aspects that we need to update.

- Any change of Directors needs to be notified within 14 of those changes occur.
- Every year we need to file a “Confirmation Statement” due within 14 days of 12 March when all the details of the club’s officers etc is checked and confirmed by an authorised person. A fee of £13 is payable.
- Every year we submit simple financial accounts for the year ended 31 March. These need to be filed by 31 December.

There are penalties for late filing! Reminders are sent to the registered address, which is usually the secretary, but currently (2020) is the treasurer.

Only authorised people can file for the company. To Register go to <https://ewf.companieshouse.gov.uk/runpage?page=webfilingRegister&signUpPage.lang=en>

The “Authentication Code” will be sent by post.