


Guidelines for completion of Form 652a – Application to Strike Off

We have written these guidance instructions to help you complete this form. Simply follow the guidelines and then use the checklist after completing the form.

- Please ensure that the company is eligible to apply for dissolution before completing the form. You can check the status of the company with us before applying, please call the **Companies House Contact Centre 0870 3333 636**
- Public Limited Companies (or companies already in the process of being dissolved by the Registrar under Section 652) are **not eligible to file this form**.

Further information is contained in the guidance booklets: [Click here to view Strike-off, Dissolution and Restoration - GBW2](#) or [Click here to view Strike-off, Dissolution and Restoration \(Scotland\) - GBW2\(s\)](#).



Companies House
for the record

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		Date
Signed	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Name of Director		Date
Signed	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Name of Director		Date
Signed	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

any contact details but if you wish to contact Companies House 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.

Tel

DX number DX exchange

Companies House receipt date barcode

This form has been provided free of charge by Companies House.

10/03

When you have completed and signed the form please send it to the Registrar of Companies at:

Companies House, Crown Way, Cardiff, CF14 3UZ DX 3305
for companies registered in England and Wales or

Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB DX 235 Edinburgh
for companies registered in Scotland or LP - 4 Edinburgh 2

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

Have you enclosed the £10 filing fee? Cheques must be made payable to "Companies House".

Have the required number of directors signed the form?

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

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

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

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Form 652a Checklist

- When you complete our forms, or send us any documents**, please remember that they will be electronically scanned. We therefore recommend that you complete the form in:
 - black type, or, if this is not possible
 - hand-written in block capitals

The full requirements of Section 706 of the Companies Act relating to form legibility and clarity, are set out in the following guidance booklets:

[Click here to view Strike-off, Dissolution and Restoration - GBW2](#)

[Click here to view Strike-off, Dissolution and Restoration \(Scotland\) - GBW2\(s\).](#)

- Have you taken a copy of the completed document?**
We retain all acceptable documents sent to Companies House.
- Once the form has been completed it may be posted or hand-delivered to any of our offices.**
[Click here to view Companies House postal addresses](#)

[Click here for information related to 'Delivery of Documents to Companies House'](#)
- Filing Fee**
Have you enclosed the £10 filing fee?
Cheques must be made payable to "Companies House".
- Company name & number**
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 directors signed the form?

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.
- 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](#)
[288b – Termination of Appointment](#)
[288c – Change of Particulars](#)
- Date**
Have all the signatures been dated?
- Presenter details**
Has the presenter's name and address been entered?

[Click here for further guidance on; strike off, dissolution and restoration](#)

All enquiries please call the Companies House Contact Centre 0870 3333 636